

FATĪMĀ
TENSES

SELF STUDY
EDITION

Tenses

Tenses are very important not only for students but also for general readers. This book teaches you tenses, active & passive voice, direct & indirect narration in an easy way.

English

M. Tariq Qureshi

Awaris Grijas
TENSES ARE AN IMPORTANT PART OF LANGUAGE

Fatima

Tenses

**Active Voice & Passive Voice
Direct & Indirect**

By
M. Tariq Qureshi

Published by:

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Verb (فعل)

تعریف:-

فعل دو لفظ ہوتا ہے جس سے کسی کام کا کرنا یا ہونا ظاہر ہواں کو اردو میں فعل اور انگریزی میں Verb کہتے ہیں۔ دراصل لفظ Verb یعنی زبان کے لفظ Verbum سے نکلا ہے۔ جس کا مطلب کسی چیز کو ظاہر کرنا ہے۔ لفظ Verb کو ایسا نام اس لیے دیا گیا ہے۔ کیونکہ یہ جملے کا سب سے اہم لفظ یا حصہ ہوتا ہے۔ ایک Verb (Verb) ہمیں بتاتا ہے کہ جملے میں کیا کام ہو رہا ہے اور کب ہو رہا ہے۔

THREE FORMS OF VERBS (افعال کی تین حالتیں)

Three Forms of Verbs کو زمانی یاد کر لینا بہت ضروری ہے۔

کیونکہ ان کو جاننے بغیر Tenses کو سمجھنا ناممکن ہے۔

Verb کی 1st Form کو Present، 2nd Form کو Past

اور 3rd Form کو Past Participle کہتے ہیں۔

Verbs جن کے بعد V-ed لگتا ہے Past Participle میں تبدیل کیا

جاتا ہے، انہیں Regular Verbs کہا جاتا ہے۔ جبکہ وہ Verbs جن میں ان کے بعد کوئی

تبدیلی کرنے سے Past، Past Participle بنتے ہیں، Irregular Verbs کہلاتے

ہیں۔

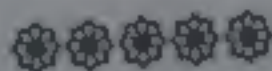
ذیل میں چند اہم افعال دیے گئے ہیں جنہیں اچھی طرح یاد کریں۔

Present		Past	Past part.
abide	پابندی کرتا	abided	abided
arise	اٹھ اٹھتا	arose	arisen
awake	پاگیا	awoke	awoken
bear	برداشت کرتا	bore	borne

6			
bring	لانا	brought	brought
build	قائم کرنا	built	built
burn	جلا	burnt	burnt
burst	پھٹ جانا	burst	burst
buy	خریدنا	bought	bought
cast	ڈالنا، پھینکنا	cast	cast
catch	پکڑنا	caught	caught
choose	منتخب کرنا	chose	chosen
cling	پننا	clung	clung
come	آنا	came	come
cost	لاگت آنا	cost	cost
cut	کاٹنا	cut	cut
deal	سولی کرنا	dealt	dealt
dive	غوطہ کھانا	dived	dived
do	کرنا	did	done
drive	چالنا، چلانا	drove	driven
eat	کھانا	ate	eaten
draw	کھینچنا	drew	drawn
fall	گرنا	fell	fallen
feed	کھلانا	fed	fed
feel	محسوس کرنا	felt	felt
fight	لڑنا	fought	fought

sink	(سے جان) ڈرنا	sank	sunk
sit	بٹھنا	sat	sat
sleep	سو جانا	slept	slept
smell	سنگھنا	smelt	smelt
sow	بیج بونا	sowed	sown
speak	بولنا	spoke	spoken
spell	جیچہ کرنا	spelt	spelt
spend	خرچ کرنا	spent	spent
spit	تھوکرنا	spat	spat
spread	پھیلاتا	spread	spread
spring	اچھلتا، کودنا	sprang	sprung
stand	کھڑے ہونا	stood	stood
steal	چوری کرنا	stole	stolen
sting	ڈنگ مارنا	stung	stung
strike	ضرب لگانا	struck	struck
sweep	جھاڑ دینا	swept	swept
swim	تیرنا	swam	swum
swing	تھولنا	swung	swung
take	لے لینا	took	taken
teach	پڑھانا	taught	taught
tear	پھاڑنا	tore	torn
tell	بتانا	told	told

think	سوچنا	thought	thought
throw	پھینکنا	threw	thrown
understand	سمجھنا	understood	understood
undertake	زبرداری لینا	undertook	undertaken
upset	پریشان کرنا	upset	upset
wake	جاگنا، جاگنا	woke	woken
wear	پہننا	wore	worn
weave	بنا	wove	woven
wed	شادی کرنا	wedded	wedded
weep	رننا	wept	wept
wet	کیا کرنا	wet	wetted
win	جیتنا	won	won
wind	چاٹی دینا	wound	wound
withdraw	پہچھے کرنا	withdrew	withdrawn
write	لکھنا	wrote	written



INTRODUCTION

ACTIVE VOICE & PASSIVE VOICE

انگریزی زبان میں Voice کے معنی "آواز" کے ہیں۔ لیکن انگلیش گرامر میں Voice کا مطلب "اعمال و بیانات" یا "طرز بیان" ہے۔ ہم بات چیت دو طرح سے کر سکتے ہیں۔

(i) فاعل (doer) کو اہمیت دیتے ہوئے جیسے
ماخض سبق یاد کرتا ہے۔

Atif learns lesson.

(ii) مفعول (receiver) پر زور دیتے ہوئے جیسے

Lesson is learnt by Atif

پہلی قسم کو Active Voice کہلاتے ہیں اور دوسری قسم کے جملے Passive Voice کہلاتے ہیں۔ بات چیت کرتے وقت کہنے والے کو اپنے مطلب کے مطابق Voice کا انتخاب کرنا چاہئے۔

Active voice اور Passive voice کو سیکھنے کے لئے سب سے پہلے آپ کو فعل کی پہچان کرنا ضروری ہے۔
فعل کی دو اقسام ہیں۔

1- فعل لازم (Intransitive Verb)

2- فعل متعدی (Transitive Verb)

1. Intransitive Verb:

فعل لازم:

ایسا فعل جس کو مفعول کی ضرورت نہ ہو اور مفعول کے بغیر ہی اس کا مکمل مفہوم سمجھ میں آ جاتا

ہو۔ مثلاً:

He sleeps.	دوستا ہے۔
Atif laughs.	ماخض ہنستا ہے۔
The sun rises.	سورج نکلتا ہے۔

اگر کسی جملے میں ہمیں یہ معلوم نہ ہو کہ کام کرنے والا کون ہے اور وہ کس نے کیا ہے یا کون کرتا ہے یا کون کرے گا یعنی اس میں مقبول (جس پر کام واقع ہو) کو اہمیت دی جائے تو ایسے جملوں کو ہم فعل مجہول (Passive Voice) کہتے ہیں۔ مثلاً:

He reads a book.	وہ کتاب پڑھتا ہے۔
Atif will go to college.	عاطف کالج جائے گا۔
He is invited.	اُس کو دعوت دی جاتی ہے۔
He will be punished.	اُس کو سزا دی جائے گی۔

درج بالا پہلے دو جملے Active Voice کے ہیں کیونکہ ہمیں پتا ہے کہ کام کرنے والا کون ہے۔ پہلے "وہ" کتاب پڑھتا ہے دوسرے میں Atif کالج گیا۔

درج بالا جملوں میں آخری دو جملے Passive Voice کے ہیں کیونکہ ہمیں پتا نہیں کہ کام کرنے والا کون ہے۔ تیسرے جملے میں "اُس" کو دعوت دی جاتی ہے لیکن معلوم نہیں کون دیتا ہے۔ چوتھے میں "اُس" کو سزا دی جائے گی لیکن یہ معلوم نہیں کہ سزا کون دے گا۔
مثالیں:

Examples:

I was delighted.	میں خوش ہو گیا۔
He was born in Lahore.	وہ لاہور میں پیدا ہوا۔
My home is situated on the Mall.	میرا گھر مال روڈ پر واقع ہے۔
My shoes are made of leather.	میرے جوتے چمڑے کے بنے ہوئے ہیں۔

درج بالا جملے فعل معروف کے لگتے ہیں لیکن دراصل وہ فعل مجہول کے ہی ہیں کیونکہ ان میں ہمیں یہ معلوم نہیں ہوتا کہ doer یعنی کام کرنے والا (فاعل) کون ہے۔

Active voice اور Passive voice جملوں کی پہچان

Active voice اور Passive voice جملوں کو پہچاننے کے لیے

مندرجہ ذیل اصولوں کو ہمیشہ نظر رکھئے۔

- 1 ایسا جملہ جس کا Object ہے اس کا Passive Voice نہیں بن سکتا اور ایسا جملہ جس کا Subject ہے اس کا Active Voice نہیں بن سکتا۔
- 2 Active Voice جملوں کو Passive Voice میں بدلتے ہیں۔ Subject, Object کی جگہ لے لیتا ہے۔
- 3 Passive Voice جملوں میں ہمیشہ 3rd Form of Verb استعمال کرتے ہیں۔
- 4 Passive Voice جملوں میں 3rd Person Singular کے لئے is کے لئے am اور باتی کے لئے are استعمال کیے جاتے ہیں۔
- 5 Active Voice جملوں میں Subject سے شروع ہوتا ہے جبکہ Passive Voice جملوں میں Object سے شروع کرتے ہیں۔
- 6 ضروری نہیں کہ گرامر ایک جملے میں Subject اور Object دونوں ہوں تو پھر بھی انکا اڑنا Passive Voice جملہ میں سکے مثلاً حرکتی فعل یعنی Verb of Movement کا Passive Voice جملہ نہیں بنتا۔
- 7 ویسے تو تمام بارہ کے بارہ Tenses کے Passive Voice ممکن ہیں لیکن عام طور پر نو Tenses کے فعل مجہول بنائے جاتے ہیں۔ یعنی Perfect Continuous کے Passive Voice نہیں بنائے جاتے۔
- 8 اگر doer کا ذکر کرنا ہو تو by کا کر جملے کے آخر میں لکھ سکتے ہیں۔
- 9 اگر doer (فاعل) Pronoun ہو تو اس کی مفعولی حالت استعمال کرتے ہیں۔
- 10 ایک Subject کے ساتھ دو Objects مندرجہ ذیل Verbs کے ساتھ آتے ہیں۔ Give, Take, Bring, Fetch وغیرہ۔

He beats you	You are beaten by him.
He gives me a gun.	A gun is given to me by him.



He gives a gun to me

I am given a gun by him

اگر Preposition (for) Active Voice میں موجود ہو تو Passive Voice میں نہیں ہوتی اور اگر Active Voice میں موجود نہ ہو تو Passive Voice میں ہوتی ہے۔

بعض اوقات Subject کے ساتھ Object استعمال ہوتے ہیں جس میں سے ایک Direct Object کہلاتا ہے دوسرا Indirect Object۔ اسکی صورت میں جملہ Active Voice اور Passive Voice دونوں صورتوں میں دو طریقوں سے لکھا جاسکتا ہے۔

(۱) ہم Direct Object کو پہلے لکھیں۔

(۱) Indirect Object کو پہلے لکھیں۔

اگر Direct Object پہلے لکھیں گے تو پھر Indirect Object کے ساتھ مازنہ Preposition (to یا for) استعمال ہوگا۔ اور اگر Indirect Object کو پہلے لکھیں تو پھر کوئی Preposition استعمال نہیں ہوگی۔ مثلاً

Atif gave me a pen

اس مثال میں me بالواسطہ یعنی Indirect object ہے جبکہ a pen بالواسطہ Direct object ہے۔



Tenses

PRESENT INDEFINITE TENSE

Active Voice

نقروں کی پہچان:

نقروں کے "حر میں" "تا" "تی" ہے۔ "تے ہیں" "دخیر داتے ہیں"۔ جبکہ انگریزی
نقروں میں فاعل کے بعد فعل کی پسینی فارم ہوتی ہے

بنانے کا طریقہ:

فعل کے بعد فعل (verb) کی پہلی فارم استعمال ہوتی ہے۔ لیکن اگر صیغہ واحد مذکر
(Third person singular) یعنی (She, He) یا کوئی واحد مذکر (Singular
(Noun) کے ساتھ کرتے ہیں۔ (ss, ch, sh, x) Verbs پر ختم ہوں ان کے
"es" کا اضافہ کریں اور صرف "s" کا اضافہ کریں۔

Syntax:

S + V(1) or V(1)s/es + O

Examples:

The sun sets in the west	سورج مغرب میں غروب ہوتا ہے۔
Water keeps its level	پانی اپنی سطح ہموار رکھتا ہے۔
Two and two make four	دو اور دو چار ہوتے ہیں۔
I like mangoes.	میں تم پھند کرتا ہوں۔
The dogs bark	کتے بھونکتے ہیں۔
A man enters the room	آدمی کمرے میں داخل ہوتا ہے۔
He pushes the table	وہ دھکیلتا ہے۔

She makes tea	وہ چائے بناتی ہے۔
He invites me	وہ مجھے دعوت دیتا ہے۔
Mother prepares food	مائی کھانا بناتی ہیں۔
The baby drinks milk	بچہ دودھ پیتا ہے۔
Mr. Atf teaches us	مسٹر عاتق ہمیں پڑھاتے ہیں۔
I write an essay	میں مضمون لکھتا ہوں۔
They learn their lessons	وہ اپنی سبق یاد کرتے ہیں۔
Atf writes a letter	عاتق خط لکھتا ہے۔
I love you	میں آپ سے پیار کرتا ہوں۔
He likes rice	وہ چاول پسند کرتا ہے۔
She wants sugar	اسے چینی چاہیے۔

Syntax: منفی اور سوالیہ فقرے بنانے کا طریقہ:

S + do / does not + V(i) + O.

Do / Does + S + V(i) + O?

اگر فاعل کے بعد do not اور پھر فعل کی پہلی فارم استعمال کریں تو فقہہ منفی بن جاتا ہے۔
لیکن اگر دیئے گئے فقرے کی پہلی فارم کے ساتھ es یا s کا اضافہ بھی ہو تو do not کی بجائے does not استعمال کریں۔ اور اصل فعل کے ساتھ es یا s ختم کر دیں۔

اگر do یا does فقرے کے شروع میں لگادیں تو فقہہ سوالیہ بن جاتا ہے۔ منفی سوالیہ فقرے کے لئے فقرے کے شروع میں do یا does پھر فاعل پھر not اور پھر اصل فعل کی پہلی فارم استعمال کریں۔

بعض اوقات ہم do not کی بجائے don't اور does not کی بجائے doesn't لکھتے ہیں۔

مندرجہ ذیل مثال میں do not اور does not کے لئے کسے بنا سکتے ہیں۔

He sells milk	دودھ بیچتا ہے
He does not sell milk	دودھ نہیں بیچتا ہے
Does he sell milk?	کیا دودھ بیچتا ہے؟
Does he not sell milk?	کیا دودھ نہیں بیچتا ہے؟
When he sells milk	جب دودھ بیچتا ہے۔
When he does not sell milk	جب دودھ نہیں بیچتا ہے۔
When does he sell milk?	دو کب دودھ بیچتا ہے؟
When does he not sell milk?	دو کب دودھ نہیں بیچتا ہے؟
Why does he sell milk?	وہ کیوں دودھ بیچتا ہے؟
Why does he not sell milk?	وہ کیوں دودھ نہیں بیچتا ہے؟
Where does he sell milk?	دو کہاں دودھ بیچتا ہے؟
Where does he not sell milk?	دو کہاں دودھ نہیں بیچتا ہے؟
How does he sell milk?	دو کیسے دودھ بیچتا ہے؟
How does he not sell milk?	دو کیسے دودھ نہیں بیچتا ہے؟
Which milk does he sell?	دو کونسا دودھ بیچتا ہے؟
Which milk does he not sell?	دو کونسا دودھ نہیں بیچتا ہے؟

اب سی طرح دوبارہ ایک ایک جملے سے کئی کئی جملے بنانے کی مشق کریں۔

Exercise

Change the following into Negative and Interrogative:

1. He recites Holy Quran daily
2. We work in this building
3. They eat apple.
4. At f lives in this house.

- 5 The sun sets at 6 o'clock
- 6 He goes to school on foot
- 7 I read the novel
- 8 He drinks cold drink
- 9 They like bananas
- 10 Atif takes tea
- 11 They fly kites
- 12 We travel first class
- 13 It rains here
- 14 We play at the cards
- 15 She tells a lie
- 16 Hens lay eggs
- 17 We go to office by bus
- 18 Atif runs very fast
- 19 They speak truth
- 20 Huma works all the day
6. Translate into English:

- 1- وہ محنت کرتا ہے۔
- 2- وہ میرا انتظار کرتا ہے۔
- 3- وہ بیس کاٹ جاتے ہیں۔
- 4- ہم جھوٹ نہیں بولتے۔
- 5- میں چائے نہیں پیتا۔
- 6- کیا ہمارا حق بڑھتی ہے؟
- 7- کیا وہ گاڑی نہیں چلاتی؟
- 8- وہ خط لکھتا ہے۔
- 9- کرچی ہر روز بارش نہیں ہوتی۔
- 10- وہ سچ بولتی ہیں۔
- 11- کیا وہ روز سکول جاتی ہے؟

12۔ وہ اپنا کام نہیں کرتی۔

13۔ ہم پر سب سے زیادہ محبت کرتے ہیں۔

14۔ وہ کثرت سے نہیں آتے۔

15۔ یہ واقعہ کثرت سے ہوتا ہے۔

16۔ وہ بڑے آتے ہیں۔

17۔ ہم سب کی عزت کرتے ہیں۔

18۔ میں بہت خوش ہوں۔

19۔ وہ ہر روز شادی کرتا ہے۔

20۔ کیا تم اس کے ساتھ رہتے ہو؟

Passive Voice

بنانے کا طریقہ:

1۔ Subject + am/are/is + Verb + O

2۔ are am, is + Verb + O

3۔ are + Verb + O

4۔ are + Verb + O

5۔ are + Verb + O

6۔ are + Verb + O

7۔ are + Verb + O

Syntax:

S + is/are/am + V (1) + O

S + is/are/am + not + V (1) + O

is/are/am - S + V (1) + O?

1۔ وہ بہت سے لڑکے ہیں (Subject) سے مراد وہ ہے جس پر کام واقع

2۔ وہ بہت سے لڑکے ہیں (Subject) سے مراد وہ ہے جس پر کام واقع

3۔ وہ بہت سے لڑکے ہیں (Subject) سے مراد وہ ہے جس پر کام واقع

4۔ وہ بہت سے لڑکے ہیں (Subject) سے مراد وہ ہے جس پر کام واقع

5۔ وہ بہت سے لڑکے ہیں (Subject) سے مراد وہ ہے جس پر کام واقع

6۔ وہ بہت سے لڑکے ہیں (Subject) سے مراد وہ ہے جس پر کام واقع

7۔ وہ بہت سے لڑکے ہیں (Subject) سے مراد وہ ہے جس پر کام واقع

۱۰. وہ مجھے ایک نیا سا کپڑا دیا۔
 ۱۱. وہ مجھے ایک نیا سا کپڑا دیا۔
 ۱۲. وہ مجھے ایک نیا سا کپڑا دیا۔
 ۱۳. وہ مجھے ایک نیا سا کپڑا دیا۔

Examples.

Active:	She loves me
Passive:	I am loved by her
Active:	He eats mangoes
Passive:	Mangoes are eaten by him
Active:	He gives me a pen
Passive:	A pen is given to me by him
Active:	She gives me a ball
Passive:	A ball is given to me by her
Active:	She teaches me
Passive:	I am taught by her
Active:	She advises me
Passive:	I am advised by her
Active:	Zubair rebukes me
Passive:	I am rebuked by Zubair
Active:	Atif likes Usman
Passive:	Usman is liked by Atif
Active:	She gives me a ruler
Passive:	A ruler is given to me by her
Active:	Atif gives me a blade
Passive:	A blade is given to me by Atif
Active:	Bial teaches me English
Passive:	I am taught English by Bial
Active:	Mother orders me

Passive:	I am ordered by mother
Active:	Atif gives us sweets
Passive:	We are given sweets by Atif
Active:	Huma gives them bread
Passive:	They are given bread by Huma
Active:	He gives Adeen a tip
Passive:	Adeen is given a tip by him
Active:	Sohail brings me a car
Passive:	I am brought a car by Sohail
Active:	She gives me a bicycle
Passive:	I am given a bicycle by her
Active:	She brings me a gift
Passive:	I am brought a gift by her
Active:	He brings me a ball.
Passive:	I am brought a ball by him
Active:	He gives me a gun
Passive:	I am given a gun by him
Active:	He brings me a cup
Passive:	I am brought a cup by him
Active:	Atif brings me a copy
Passive:	I am brought a copy by Atif
Active:	Asif gives me a pen
Passive:	I am given a pen by Asif
Active:	Adeen brings a cup of coffee
Passive:	A cup of coffee is brought by Adeen
Active:	She gives Atif a handkerchief
Passive:	Atif is given a handkerchief by her
Active:	People often offer coffee for breakfast.
Passive:	Coffee is often offered for breakfast

Exercise

Change into Passive Voice.

1. We help the father
2. She reads a novel
3. They sell cars
4. We worry too much about him
5. You cook your own meals
6. He brushes his hair every day
7. They pay the bill
8. I know the answer
9. Ali loves Amjad
10. The gardener grows flowers
11. You remember the address
12. He plays chess very well
13. She teaches English
14. Ali Kashif plays cards
15. He buys books every day



FAST INDEFINITE TENSE

Active Voice

فردا کی پہچان

ہم نے آج صبح کو ایک نیا گھر بنا دیا ہے۔

آج

میں نے اپنے دوستوں کے ساتھ ایک نیا گھر بنا دیا ہے۔

ہم نے آج

میں نے اپنے دوستوں کے ساتھ ایک نیا گھر بنا دیا ہے۔

Syntax:

S + V(ii) + O.

مثنیٰ اور سوائیہ فقرے بنانے کا طریقہ

S + did not + V(i) + O.

Did + S + V(i) + O?

فاعل کے بعد did not کا کر فعل کی پہلی فارم استعمال کرے سے فقرہ مثنیٰ بن جاتا ہے۔
 اگر Did کو فقرے کے شروع میں لگا کر پھر فاعل، فعل کی پہلی فارم لگا دے تو فقرہ سوائیہ بن جاتا ہے۔
 یاد رکھیں مثنیٰ اور سوائیہ فقرے میں ہمیشہ فعل کی پہلی فارم استعمال ہوتا ہے کیونکہ did بذات خود do کی دوسری فارم ہے۔ مثنیٰ سوائیہ فقرے کے لئے فقرے کے شروع میں Did اور پھر فعل پھر not اور پھر فعل کی پہلی فارم استعمال کریں۔

یہ Tense ایک کاموں کے لئے استعمال کیا جاتا ہے جو ماضی میں تھا واقع ہوئے ہوں۔ مثلاً

She told me	اس نے مجھے بتایا۔
They got into	انہیں دیر ہو گئی تھی۔
We invited everybody	ہم نے سب کو دعوت دی۔

یہ Tense اس کام کے لئے بھی استعمال کیا جاتا ہے جس کے واقع ہونے کا زمانہ اب گزر

گیا ہو مثلاً

She worked in that office for three years.	اس نے اس دفتر میں تین سال کام کیا۔
She lived in Karachi for a long time.	وہ کافی عرصہ کراچی میں رہی۔
I studied in that school for five years.	میں نے پانچ سال اس سکول میں پڑھا۔

یہ Tense ماضی کی کسی حالت کے لئے بھی استعمال کیا جاتا ہے۔ مثلاً

She always came late	وہ ہمیشہ دیر سے آتی۔
Atif never told a lie	عاطف نے کبھی جھوٹ نہیں بولا
Zubair always helped me	زبیر نے ہمیشہ میری مدد کی۔

مندرجہ ذیل مثال میں ہم دیکھیں گے کہ ایک جملے سے کئی جملے کیسے بنا سکتے ہیں۔

He washed the car	اُس نے گاڑی دھوئی۔
He did not wash the car	اُس نے گاڑی نہیں دھوئی۔
Did he wash the car?	کیا اُس نے گاڑی دھوئی؟
Did he not wash the car?	کیا اُس نے گاڑی نہیں دھوئی؟
When he washed the car	جب اُس نے گاڑی دھوئی۔
When he did not wash the car,	جب اُس نے گاڑی نہیں دھوئی۔
When did he wash the car?	اُس نے کب گاڑی دھوئی؟
When did he not wash the car?	اُس نے کب گاڑی نہیں دھوئی؟
Why did he wash the car?	اُس نے کیوں گاڑی دھوئی؟
Why did he not wash the car?	اُس نے کیوں گاڑی نہیں دھوئی؟
Where did he wash the car?	اُس نے کہاں گاڑی دھوئی؟
Where did he not wash the car?	اُس نے کہاں گاڑی نہیں دھوئی؟
How did he wash the car?	اُس نے کیسے گاڑی دھوئی؟
How did he not wash the car?	اُس نے کیسے گاڑی نہیں دھوئی؟

What car did he wash?	کون سے گاڑی کا دیا؟
What car did he not wash?	کون سے گاڑی نہیں دیا؟
What day did he wash the car?	کون سے دن گاڑی دیا؟
What day did he not wash the car?	کون سے دن گاڑی نہیں دیا؟
Who washed the car?	کون سے گاڑی دیا؟
Who did not wash the car?	کون سے گاڑی نہیں دیا؟
What did he wash?	کون سے کیا دیا؟
What did he not wash?	کون سے کیا نہیں دیا؟

Exercise

Change into Past Indefinite Tense.

- 1 He recites the Holy Quran daily
- 2 We work in this building
- 3 They eat apple
- 4 Atif lives in this house
- 5 The sun sets at 6 o'clock
- 6 He goes to school on foot
- 7 I read the novel
- 8 He drinks cold drink
- 9 They like bananas
- 10 Atif takes tea
- 11 They fly kites.
- 12 We travel first class
- 13 It rains here.
- 14 We play cards.
- 15 She tells a lie.

- 16 Hens lay eggs
- 17 We go to office by bus
18. Atif runs very fast
- 19 She helps the poor
- 20 Bashir goes to work

Change into negative and interrogative

- 1 He saw your brother
- 2 I spent Rs 50
- 3 He forgave her
- 4 He broke his arm
5. They flew to Karachi
6. I heard a noise
- 7 They slept till 10 00
8. Alf drew a map
9. He found my watch
- 10 I wrote a letter to my father

Translate Into English:

- 1- اُمیر نے سچ سچ نہیں چمکا۔
- 2- میں نے کچھ عامری کیے۔
- 3- ہم نے اس کی بات نہ مانی۔
- 4- کیا اس نے سوال حل کیے؟
- 5- عاطف نے یہب کھائے۔
- 6- روکرا پی نہیں گئے۔
- 7- کیا مالک نے لیب جلا یا؟
- 8- یہ سب تمہارا تھا دیکھو یہ
- 9- اکرم سکون کیا۔
- 10- میں نے سر میں شتر کیا۔
- 11- میں نے اپنے دوست کو خط نہیں لکھا۔

- 12- اچھڑنے دو بجے تکٹی کی۔
 13- اٹانے کرے کو صاف کیا۔
 14- میں نے پھاٹک میں دیا
 15- کیا اس نے اور کچھ نہیں دیا؟
 16- وہیں کیا آیا؟
 17- آپ کا کچھ کیسے ہے؟
 18- اچھی نے مجھے اطلاع نہیں کی۔
 19- لوگوں نے شکایت کی۔
 20- حکومت نے عریب لوگوں کی مدد کی

Passive Voice

بنانے کا طریقہ:

- 1- ماضی (subject) کے بعد فعل (Verb) کی تیسری صورت سے پتہ سمجھوں سے مطابق was/were استعمال ہوتا ہے۔
 2- نفی کے فقرہ میں was/were کے بعد not لگائیں اس کے بعد فعل (Verb) کی تیسری صورت استعمال کریں۔
 3- سوالیہ فقرہ میں was/were کو ماضی (Subject) سے پہلے لگائیں اور آخر میں سوالیہ نشان لگائیں۔

Syntax:

S + was/ were + V (iii) + O.

S + was/ were + not + V (iii) + O.

Was/ Were + S + V (iii) + O?

مثال

The car was washed	کارا حوئی گئی۔
The books were bought	کتابیں خریدی گئیں۔

Work was finished	کام ختم کیا گیا۔
The flowers were plucked	پھول توڑے گئے
He was helped	اس کی مدد کی گئی۔
Mother was waited for	مائی کا انتظار کیا گیا۔
He was punished	سے سزا دی گئی
The clothes were washed	پتھرے جوئے گئے۔
He was told	اسے بتایا گیا۔
Truth was spoken	حقیقہ دیا گیا۔

Examples:

- Active: She loved me
 Passive: I was loved by her
- Active: He ate mangoes
 Passive: Mangoes were eaten by him
- Active: He gave me a pen
 Passive: A pen was given to me by him
- Active: She gave me a ball
 Passive: A ball was given to me by her
- Active: She taught me
 Passive: I was taught by her.
- Active: She advised me
 Passive: I was advised by her
- Active: Zubair rebuked me
 Passive: I was rebuked by Zubair
- Active: Atif liked Usman
 Passive: Usman was liked by Atif
- Active: She gave me a ruler
 Passive: A ruler was given to me by her

Active:	Atif gave me a blade
Passive:	A blade was given to me by Atif
Active:	Bilal taught me English
Passive:	I was taught English by Bilal
Active:	Mother ordered me
Passive:	I was ordered by mother
Active:	Atif gave us sweets
Passive:	We were given sweets by Atif
Active:	Huma gave them bread
Passive:	They were given bread by Huma
Active:	He gave Adeen a tip
Passive:	Adeen was given a tip by him
Active:	Soha brought me a car
Passive:	I was brought a car by Soha
Active:	She gave me a bicycle
Passive:	I was given a bicycle by her
Active:	She brought me a gift
Passive:	I was brought a gift by her
Active:	He brought me a ball
Passive:	I was brought a ball by him
Active:	He gave me a gun
Passive:	I was given a gun by him.
Active:	He brought me a cup
Passive:	I was brought a cup by him.
Active:	Atif brought me a copy
Passive:	I was brought a copy by Atif
Active:	Asif gave me a pen
Passive:	I was given a pen by Asif
Active:	Adeen brought a cup of coffee
Passive:	A cup of coffee was brought by Adeen
Active:	She gave Atif a handkerchief

- Passive:** Atif was given a handkerchief by her
Active: Nobody opened the door
Passive: The door was opened by nobody
Active: People often offered coffee for breakfast
Passive: Coffee was often offered for breakfast by people

Exercise

Change the following into Passive Voice

1. I helped the widow
2. He bought a book
3. Atif broke the chair
4. They watched the film
5. She told her lesson
6. I gave her a letter
7. I offered my prayers.
8. Adeen took exercise
9. He pulled the chain
10. Atif stole her ornaments
11. He turned on the T.V
12. They sold the r house
13. She made a phone call
14. Then informed me
15. He invited us to the party



FUTURE INDEFINITE TENSE

Active Voice

نقروں کی پہچان:

اس میں اردو نقروں کے، ختمیں گا، گی کے وغیرہ آتا ہے۔ جبکہ انگریزی کے نقروں میں

فعل (Subject) کے بعد shall/will کے بعد فعل کی پہلی فارم ہوتی ہے۔
بنانے کا طریقہ۔

فعل کے بعد shall یا will پر پھر فعل کی پہلی فارم استعمال ہوتی ہے اور We کے بعد shall اور ماقی تمام دلوں کے ساتھ will استعمال ہوتا ہے۔ لیکن آفکل تمام دلوں ساتھ will استعمال ہوتا ہے۔

Syntax:

S + will/shall + V(i) + O.

مثلی اور سوایہ فقرے بنانے کا طریقہ

S + will/shall + not + V(i) + O.

Will/Shall + S + not + V(i) + O?

فقرے میں دئے گئے will یا shall کے فوراً بعد not لگا میں تو فقرہ منسل بن جاتا ہے اور کر Will یا Shall کو فقرے کے شروع میں لگا میں تو فقرہ سوالیہ بن جاتا ہے۔ مثلی سوایہ فقرے کے لئے Will یا Shall کے بعد اصل فعل not اور نتیجہ اصل فعل استعمال کریں۔

معترضات ہم will not کی بجائے won't اور shall not کی بجائے shan't استعمال کرتے ہیں۔ مزید I shall کی جگہ I'll اور We shall کی بجائے We'll اور You will کی جگہ You'll اور He will کی جگہ He'll اور She will کی جگہ She'll اور It will کی جگہ It'll اور They will کی جگہ They'll لکھتے ہیں۔

یہ Tense ایسے کاموں کے لئے استعمال ہوتا ہے جو زمانہ مستقبل میں ہونے ہوں یا کرنے ہوں لیکن کام کا کرنا یا ہونا یقینی نہیں ہوتا۔ مثلاً

He will go to market	وہ مارکیٹ جائے گا۔
She will come here	وہ یہاں آئے گی۔
We shall play together	وہ اکٹھے کھیلیں گے۔

مفرد ضمہ اور شک کے ظہور کے لئے بھی یہ Tense استعمال کیا جاتا ہے۔ مثلاً

Perhaps she'll come	شاید وہ آئے گی۔
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She probably won't know	وہ شاید معلوم نہیں ہوگا۔
Where will she be now?	ہاں وقت کہاں ہوگی؟

چند مزید مثالیں:

He will read the newspaper	وہ اخبار پڑھے گا۔
She will write a letter	وہ ایک خط لکھے گی۔
She will help me	وہ میری مدد کرے گی۔
We will speak truth	ہم سچ بولیں گے۔
She will take medicine	وہ دوا پئے گی۔
You will not buy fruits	تم پھل نہیں خریدو گے۔
We shall serve the country	ہم ملک کی خدمت کریں گے۔
They will not take examination	وہ امتحان نہیں دیں گے۔
Farmers will plough the fields.	کسان زمینوں میں مل چھڑائیں گے۔
Teacher will advise us	استاد ہمیں نصیحت کرے گا۔

مندرجہ ذیل مثال میں ہم دیکھیں گے کہ ایک ہی جملے سے کئی جملے کیسے بنا سکتے ہیں۔

Atif will take tea	عاطف چائے پئے گا۔
Atif will not take tea	عاطف چائے نہیں پئے گا۔
Will Atif take tea?	کیا عاطف چائے پئے گا؟
Will Atif not take tea?	کیا عاطف چائے نہیں پئے گا؟
When will Atif take tea?	عاطف کب چائے پئے گا؟

When will Atif take tea?	عاطف کب چائے پیئے گا؟
Why will Atif take tea?	عاطف کیسے چائے پیئے گا؟
Why will Atif not take tea?	عاطف کیسے نہ چائے پیئے گا؟
Where will Atif take tea?	عاطف کہاں چائے پیئے گا؟
Where will Atif not take tea?	عاطف کہاں نہ چائے پیئے گا؟
How will Atif take tea?	عاطف کیسے چائے پیئے گا؟
How will Atif not take tea?	عاطف کیسے نہ چائے پیئے گا؟
Which tea will Atif take?	عاطف کون سا چائے پیئے گا؟
Which tea will Atif not take?	عاطف کون سا چائے نہیں پیئے گا؟
What day will Atif take tea?	عاطف کس دن چائے پیئے گا؟
What day will Atif not take tea?	عاطف کس دن چائے نہیں پیئے گا؟
Who will take tea?	کون سا چائے پیئے گا؟
Who will not take tea?	کون سا چائے نہیں پیئے گا؟
What will Atif take?	عاطف کیا پیئے گا؟
What will Atif not take?	عاطف کیا نہیں پیئے گا؟

Exercise

Change into Future Indefinite Tense.

1. He recites the Holy Quran daily
2. We work in this building
3. They eat apple
4. Atif lives in this house
5. The sun sets at 6 o'clock
6. He goes to school on foot

- 7 I read the novel.
- 8 He drinks cold drink
- 9 They like bananas
- 10 Atif takes tea
- 11 They fly kites
- 12 We travel first class.
- 13 It rains here
- 14 We play at the cards
15. She tells a lie
16. Hens lay eggs
17. We go to office by bus
18. Atif runs very fast
- 19 She gets up early
- 20 They came here on foot

Change into negative and interrogative

1. I shall go to office
2. We shall help them
- 3 They will play with their friends
4. The dog will eat meat
5. She will open the door
6. I shall have a cup of tea
7. Atif will study
8. They will speak the truth
9. The crow will fly in search of water
- 10 He will be ten next year.

Translate into English:

- 1- وہ اب محنت کرے گی۔
- 2- تم اپنے بھائی کی مدد نہیں کرو گی۔
- 3- وہ ریڈیو سنے گا۔
- 4- وہ کھانا نہیں کھائیں گے۔

5. طالب چائے پیئے گا۔
6. وہ دولت صاف کرے گا۔
7. وہ جہاز اٹکار کرے گی۔
8. ہم دفتر نہیں جاتیں گے۔
9. وہ سوال حل نہیں کرے گی۔
10. یہ کپڑے سڑی دیں گے۔
11. آپ آپ اور کم ملا سکتے ہیں؟
12. کیا طالب چائے پیئے گا؟
13. شادی پکڑے نہیں بیٹے گی۔
14. میں بس کا انتظار کروں گی۔
15. وہ ٹی وی دیکھیں گی۔
16. یہاں پر سے گزرے۔
17. لوگ احتجاج کریں گے۔
18. وہ میرا ساتھ دیے گا۔
19. کیا تم بچے، سہلے گے؟
20. وہ کہاں ٹھہرے گا؟

Passive Voice

بنائے کا طریقہ:

1. فعل کے بعد shal/will کے بعد be اور پھر فعل کی تہہ کی صورت دینا۔
Future Passive Indefinite
2. فعل کے بعد shal/will کے بعد not اور be اور پھر فعل کی تہہ کی صورت دینا۔
(Verb)
3. سوالات میں shal/will کے بعد کہہ دینا (Subject)۔
سوالیہ نشان لگانا۔

Syntax:

S + shal/will + be + V (III) + O.

S + shall/will + not + be + V (iii) + O

Shall/Will + S + be + V (iii) + O?

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The newspaper will be read	احبار پڑھا دیئے گا۔
A letter will be written	ایک خط لکھا جائے گا۔
I will be helped	میری مدد کی جائے گی۔
Truth will be spoken	حقیقت بیان کی جائے گی۔
Medicine will be taken	دوا لی جائے گی۔
Fruits will not be bought	پھل نہیں خریدے جائیں گے۔
The country will be served	ملک کی خدمت کی جائے گی۔
Examination will not be taken	امتحان نہیں دیا جائیگا۔

Examples:

Active.	She will love me
Passive:	I shall be loved by her
Active:	He will eat mangoes
Passive:	Mangoes will be eaten by him
Active:	He will give me a pen
Passive.	A pen will be given to me by him
Active:	She will give me a ball
Passive:	A ball will be given to me by her
Active:	She will teach me
Passive.	I shall be taught by her
Active:	She will advise me
Passive:	I shall be advised by her
Active:	Zubair will rebuke me

Passive:	I shall be rebuked by Zubair
Active:	Atif will like Usman
Passive:	Usman will be liked by Atif
Active:	She will give me a ruler.
Passive:	A ruler will be given to me by her
Active:	Atif will give me a blade
Passive:	A blade will be given to me by Atif
Active:	Bilal will teach me English
Passive:	I shall be taught English by Bilal
Active:	Mother will order me
Passive:	I shall be ordered by mother
Active:	Atif will give us sweets
Passive:	We shall be given sweets by Atif
Active:	Huma will give them bread
Passive:	They will be given bread by Huma
Active:	He will give Adeem a tip
Passive:	Adeem will be given a tip by him
Active:	Sohail will bring me a car
Passive:	I shall be brought a car by Sohail
Active:	She will give me a bicycle
Passive:	I shall be given a bicycle by her
Active:	She will bring me a gift
Passive:	I shall be brought a gift by her
Active:	He will bring me a ball
Passive:	I shall be brought a ball by him
Active:	He will give me a gun
Passive:	I shall be given a gun by him
Active:	He will bring me a cup
Passive:	I will be brought a cup by him
Active:	Atif will bring me a copy
Passive:	I will be brought a copy by Atif

Active:	Asif will give me a pen
Passive:	I shall be given a pen by Asif
Active:	Atif will bring a cup of coffee
Passive:	A cup of coffee will be brought by Atif

Exercise

Change into Passive Voice

1. They will hire a taxi
2. We shall learn our lesson
3. She will get a prize.
4. They will invite you
5. Adeen will post this card in the morning
6. My mother will say prayers
7. She will play a double game
8. She will see me at 6 o'clock
9. We shall forgive you
10. He will switch on the light
11. People will raise slogans
12. He will wash the car
13. She will make tea.
14. They will take food
15. Alam will write a letter



PRESENT CONTINUOUS TENSE

Active Voice

تقرروں کی پہچان:

رود تقرروں کے آخر میں رہا ہے رہے ہیں رہا ہوں رہتی ہے رہتی ہوں۔ جگہ م

سے تقرروں میں فاعل (subject) کے بعد s, are/am در پھر فعل (verb) کی ing

استعمال ہوتی ہے۔

بنانے کا طریقہ

فاعل (subject) کے مطابق Is/are/am کے بعد فعل (verb) کی پہلی اور ص
ساتھ ing کا اضافہ کیا جاتا ہے۔
اگر کسی فعل (verb) کے آخر میں آئے تو e کو ہٹ کر ing کا یں

Syntax

S + Is/are/am + V(ing) + O.

منفی اور سو یہ تقررے بنانے کا طریقہ

S + Is/are/am + not + V(ing) + O.

Is/Are/Am + S + V(ing) + O?

اگر تقررے میں Is/are/am کے بعد not کا یں تو تقررہ منی کا من جاتا ہے

اگر Is/are/am کو تقررے کے شروع میں لکھا یں تو تقررہ سوالیہ من جاتا ہے

منی سوالیہ تقررے کے لئے Is/are/am کے بعد فعل در پھر not در پھر فعل استعمال کریں۔

بعض اوقات Is not 'isn't' کی بجائے are not 'aren't' کی بجائے

not کی بجائے ain't لکھتے ہیں۔

He is doing his work	وہ اپنا کام کر رہا ہے
He is washing the dishes	وہ برتن دھو رہا ہے
She is inviting me	وہ مجھے دعوت دے رہی ہے۔
I am learning the lesson.	میں سبق یاد کر رہی ہوں۔
She is telling a lie	وہ جھوٹ بولی رہی ہے
They are taking the examination.	وہ امتحان دے رہے ہیں۔

Atif is cleaning the teeth	اتیف دانت صاف کر رہا ہے۔
We are eating apples	ہم سیب کھا رہے ہیں
Are we taking tea?	کیہ ہم چائے پڑ رہے ہیں؟

سورہ ۱: مل مشاب میں ہم دیکھیں گے کہ ایک سی جے سے کی جملے کیسے بنا سکتے ہیں۔

The students are going to school	طلبہ سکول جا رہے ہیں
The students are not going to school.	طلبہ سکول میں جا رہے ہیں
Are the students going to school?	کیہ طلبہ سکول جا رہے ہیں؟
Are the students not going to school?	کیہ طلبہ سکول نہیں جا رہے ہیں؟
When are the students going to school?	کب طلبہ سکول جا رہے ہیں؟
When are the students not going to school?	طلبہ کب سکول نہیں جا رہے ہیں؟
Why are the students going to school?	طلبہ کیوں سکول جا رہے ہیں؟
Why are the students not going to school?	طلبہ کیوں سکول نہیں جا رہے ہیں؟
Where are the students going?	طلبہ کہاں جا رہے ہیں؟

Where are the students not going?	طلبہ کہاں سکول جا رہے ہیں؟
Which school are the students going?	طلبہ کون سے سکول جا رہے ہیں؟
Which school are the students not going?	طلبہ کون سے سکول نہیں جا رہے ہیں؟
What day are the students going to school?	طلبہ کون دن جا رہے ہیں
What day are the students not going to school?	طلبہ کون دن سکول نہیں جا رہے ہیں؟
Who are going to school?	کون سکول جا رہے ہیں؟
Who are not going to school?	کون سکول نہیں جا رہے ہیں؟

Exercise

Change into Present Continuous Tense.

- 1 He recites Holy Quran daily
- 2 We work in this building
- 3 They eat apple
- 4 Atif lives in this house
- 5 The sun sets at 6 o'clock
- 6 He goes to school on foot.
- 7 I read the novel.
- 8 He drinks cold drink.
- 9 They like bananas
- 10 Atif takes tea
- 11 They fly kites.

12. We travel first class.
13. It rains here.
14. We play at the cards.
15. She tells a lie.
16. Hens lay eggs.
17. We go to office by bus.
18. Atif runs very fast.
19. She helps every one.
20. They go to market.

Change into negative and interrogative

1. The cat is eating meat.
2. My brothers are going to Islamabad.
3. Raza is ringing the bell.
4. We are taking tea.
5. Birds are flying in the air.
6. They are watching TV.
7. They are doing their duty.
8. He is writing for her.
9. Dogs are barking in the street.
10. Atif is taking a bath.

Translate into English:

- 1- آٹھ گھنٹہ تیار کر رہی ہے۔
- 2- ہم سڑ پارہے ہیں۔
- 3- وہ بو کی نہیں نہیں رہے۔
- 4- ہمارے بچے دھو رہی ہے۔
- 5- وہ کھانا کھا رہے ہیں۔
- 6- محافظ سکول نہیں چاہ رہے۔
- 7- کیا دو وقت ضائع کر رہا ہے؟
- 8- کیا عطف سوالیہ سوال کر رہا ہے؟

- 9- کیا سناؤ صاحبہ صابری لگا رہے ہیں؟
- 10- تم تم کھا رہے ہو۔
- 11- بچے شور مچا رہے ہیں۔
- 12- بادل بھری ہو رہی ہے۔
- 13- لڑکے سیر کی تیاری کر رہے ہیں۔
- 14- کیا وہ کتب خانہ تلاش کر رہا ہے؟
- 15- وہ اپنی مجلس کو دھنکھ رہی ہے۔
- 16- وہ ٹیوٹورل کر رہا ہے۔
- 17- لڑکے اصرار پختہ کر رہے ہیں۔
- 18- یہاں کسے جا رہی ہے؟
- 19- وہ کیوں شکایت کر رہی ہے؟
- 20- کیا بچے کھیل رہے ہیں؟

Passive Voice

بنانے کا طریقہ:

- 1- فاعل (subject) کے فعل (verb) کی تیسری فارم سے پہلے میغرف کے مطابق is/are/am کے ساتھ استعمال ہوتا ہے۔
- 2- نئی کے نفردوں میں is, are, am کے بعد not لگائیں گے فعل (Verb) کی تیسری فارم استعمال کریں۔
- 3- سو یہ نفردوں میں are, am, is کو فاعل (Subject) سے پہلے لگائیں اور آخر میں سوالیہ نشان لگائیں۔

Syntax:

S + is/ are/ am + being + V (III) + O.

S + is/ are/ am + not + being + V (III) + O.

Is/ Are/ Am + S + being + V (III) + O?

شو

His work is being done	نہ کا کام کیے جا رہا ہے۔
The clothes are being washed	کپڑے دھوئے جا رہے ہیں
You are being invited	تم کو دعوت دی جا رہی ہے۔
The lesson is being learnt	سبق سیکھا جا رہا ہے۔
The lie is being told	جھوٹ بولا جا رہا ہے
The teeth are being cleaned	تیرے دانت دھوئے جا رہے ہیں۔
Is tea being taken?	"پاپا نے پی کر لی ہے؟"

Examples

Active:	She is loving me
Passive:	I am being loved by her
Active:	He is eating mangoes
Passive:	Mangoes are being eaten by him
Active:	He is giving me a pen.
Passive:	A pen is being given to me by him
Active:	She is giving me a ball
Passive:	A ball is being given to me by her
Active:	She is teaching me.
Passive:	I am being taught by her
Active:	She is advising me
Passive:	I am being advised by her
Active:	Zubair is rebuking me
Passive:	I am being rebuked by Zubair
Active:	Atif is liking Usman
Passive:	Usman is being liked by Atif
Active:	She is giving me a ruler

Passive:	A ruler is being given to me by her
Active:	Atif is giving me a blade
Passive:	A blade is being given to me by Atif
Active:	Bilal is teaching me English
Passive:	I am being taught English by Bilal
Active:	Mother is ordering me
Passive:	I am being ordered by mother
Active:	Atif is giving us sweets
Passive:	We are being given sweets by Atif
Active:	Huma is giving them bread
Passive:	They are being given bread by Huma
Active:	He is giving Adeem a tip
Passive:	Adeem is being given a tip by him
Active:	Sohail is bringing me a car
Passive:	I am being brought a car by Sohail
Active:	She is giving me a bicycle
Passive:	I am being given a bicycle by her
Active:	She is bringing me a gift.
Passive:	I am being brought a gift by her
Active:	He is bringing me a ball.
Passive:	I am being brought a ball by him.
Active:	He is giving me a gun.
Passive:	I am being given a gun by him
Active:	He is bringing me a cup
Passive:	I am being brought a cup by him.
Active:	Atif is bringing me a copy
Passive:	I am being brought a copy by Atif
Active:	Asif is giving me a pen
Passive:	I am being given a pen by Asif
Active:	Atif is bringing a cup of coffee.
Passive:	A cup of coffee is being brought by Atif

Active She is giving Aft a handkerchief
 Passive Aft is being given a handkerchief by her

Exercise

Change into Passive Voice:

- 1 She is cooking food
- 2 We are doing our work
- 3 He is reading her book
- 4 They are speaking the truth
- 5 They are having tea
- 6 Huma is washing her clothes
- 7 She is ironing her dress
- 8 He is learning his lesson by heart
- 9 I am drinking milk
- 10 They are riding a bike
- 11 I am learning a poem
- 12 She is writing a letter
- 13 You are watching TV
- 14 We are making a plan.
- 15 They are playing hockey.



PAST CONTINUOUS TENSE:

Active Voice

فروں کی پہچان:

ان فروع کے آخر میں رہا ہے تھے رہی تھی، غیرہ تا ہے۔ جلد انگریزی کے فروع

نمودن subject سے ہے was were verb کی شکل ہے

جاننے کا طریقہ

S + was/were + V(ing) + O

نمودن subject سے ہے was/were کے حدوں (verb) کی شکل و صورت

ہو رہا تھا، ہو رہی تھی۔

نمودن (verb) سے ہے e تے ویا ng کے ہیں

مفنی اور سو یہ فروع جاننے کا طریقہ

Syntax:

S + was/were + not + V(ing) + O.

Was/Were + S + V(ing) + O?

نقرا ہے میں was/were سے، not کے ہیں تو فروع کی کانچا ہے۔

نمودن was/were کو فروع کے شروع میں کی جاتا ہے وہ یہ سہا ہے۔

He was doing his work	وہ اپنا کام کر رہا تھا۔
He was washing the dishes	وہ دھو رہا تھا۔
She was nailing me	وہ مجھے مارتا رہی تھی۔
I was learning the lesson	میں سیکھ رہی تھی۔
She was telling a lie	وہ سچتوں میں رہی تھی
They were taking the examination	وہ امتحان لے رہے تھے۔
Aft was cleaning the teeth.	اٹف دانت صاف کر رہا تھا۔
We were eating apples	ہم سیب کھا رہے تھے۔
Were we taking tea?	کیا ہم چائے پیتے رہے تھے؟

He was flying a kite	بچہ کتہ پھیر رہا تھا۔
We were not doing work	ہم کام نہیں کر رہے تھے۔
Amir was offering the player	امیر کھیل پیش کر رہا تھا۔
We were reciting the Holy Quran	ہم قرآن پاک کی تلاوت کر رہے تھے۔
They were taking exercise	وہ ورزش کر رہے تھے۔
Huma was speaking truth.	ہما سچ بات کہہ رہی تھی۔
Saqib was taking a bath	سقیب نہایت کر رہا تھا۔

مندرجہ ذیل جملوں میں ہم بصر کے کرایک من میں سے کی جملے کہے، بنا سکتے ہیں۔

Atif was taking exercise	ایف ورزش کر رہا تھا۔
Atif was not taking exercise	ایف ورزش نہیں کر رہا تھا۔
Was Atif taking exercise?	ایف ورزش کر رہا تھا؟
Was Atif not taking exercise?	کیونکہ ایف ورزش نہیں کر رہا تھا؟
When was Atif taking exercise?	ایف کب ورزش کر رہا تھا؟
When was Atif not taking exercise?	ایف کب ورزش نہیں کر رہا تھا؟
Why was Atif taking exercise?	ایف کیوں ورزش کر رہا تھا؟
Why was Atif not taking exercise?	ایف کیوں ورزش نہیں کر رہا تھا؟

Where was Atif taking exercise?	ایف کہاں ورزش کر رہا تھا؟
Where was Atif not taking exercise?	ایف کہاں ورزش نہیں کر رہا تھا؟
How was Atif taking exercise?	ایف کیسے ورزش کر رہا تھا؟
How was Atif not taking exercise?	ایف کیسے ورزش نہیں کر رہا تھا؟
What exercise was Atif taking?	ایف کونسی ورزش کر رہا تھا؟
What exercise was Atif not taking?	ایف کونسی ورزش نہیں کر رہا تھا؟
What time was Atif taking exercise?	ایف کس وقت ورزش کر رہا تھا؟
What time was Atif not taking exercise?	ایف کس وقت ورزش نہیں کر رہا تھا؟
Who was taking exercise?	کون ورزش کر رہا تھا؟
Who was not taking exercise?	کون ورزش نہیں کر رہا تھا؟
What was Atif doing?	ایف کیا کر رہا تھا؟
What was Atif not doing?	ایف کیا نہیں کر رہا تھا؟

Exercise

Change into Past Continuous Tense

1 He recites the Holy Quran daily

- 2 We work in this building
- 3 They eat apple.
- 4 Atif lives in this house.
- 5 The sun sets at 6 o'clock.
- 6 He goes to school on foot.
- 7 I read the novel.
- 8 He drinks cold drink.
- 9 They like bananas.
- 10 Atif takes tea.
- 11 They fly kites.
- 12 We travel first class
- 13 It rains here
- 14 We play at the cards.
- 15 She tells a lie.
- 16 Hens lay eggs.
- 17 We go to office by bus.
- 18 Atif runs very fast.
- 19 She helps everyone.
- 20 They go to market.

Change into negative and interrogative:

- 1 Crows were flying in the air.
- 2 We were kidding.
- 3 He was praying for my safe return.
- 4 Atif was ringing the bell.
- 5 Sohail was crying loudly.
- 6 He was posting the letter.
- 7 Dog was barking in the street.
- 8 They were going to mosque.
- 9 You were running after the pick-pocket.
- 10 Her baby was crying

Translate into English.

- 1 ستارے آسمان پر چمک رہے تھے۔
- 2 لڑکیاں شوگر کھاتی تھیں۔
- 3 ہا سکول کا کام کر رہی تھی۔
- 4 دو میری بات نہیں سمجھ رہی تھی۔
- 5 سورج نکل رہا تھا۔
- 6 پارٹی کیوں نہیں ہو رہی تھی؟
- 7 کیا پتہ ہے وہ رہا ہے؟
- 8 دوپٹہ کیوں نہیں ڈال رہا؟
- 9 وہ کبھی وہاں ہوا کرتا۔
- 10 میں کبھی نہیں رہا تھا۔
- 11 اسی کس کے لیے مہمان خانہ بن رہی تھیں؟
- 12 کتنا بھانک رہا۔
- 13 ملاحظہ کی کتاب کو جان کر رہا تھا؟
- 14 دوپاؤں پی رہا تھا۔
- 15 کس کا ہے یہ رہی تھی؟
- 16 وہ کیا نہ رہا تھا؟
- 17 ہم باتیں نہیں کر رہے تھے۔
- 18 ابو تیار ہو رہے تھے۔
- 19 وہ اس کے ساتھ نہیں جا رہا تھا۔
- 20 کیا وہ کرکٹ کھیل رہا تھا۔

Passive Voice

جاننے کا طریقہ:

- 1- تال subject کے بعد فعل (Verb) کی تیسری فارم سے پہلے مینوں کے مطابق was/were کے ساتھ being استعمال ہوتا ہے۔

نئی کے ضرور میں was/were کے بعد not لگائیں اس کے بعد فعل (verb) کی
 تبدیلی نہ ہوتی ہے۔
 سو یہ ضرور میں was/were کو فاعل (Subject) سے پہلے لگائیں اور آخر میں
 فعل لگائیں۔

Syntax-

S + was/were + being + V (iii) + O

S + was/were + not + being + V (iii) + O.

Was/Were + S + being + V (iii) + O?

Kites were being flown	پتلیں اڑائی جا رہی تھیں
Was work not being done?	یہ کام نہیں کیا جا رہا تھا؟
The Holy Quran was being recited	ترجمہ پاک کی تلاوت کی جا رہی تھی۔
Cricket match was being played	کرکٹ میچ کھیلا جا رہا تھا
Atif was being punished	ایف کو سزا دی جا رہی تھی۔
The exercise was being taken	ورزش کی جا رہی تھی۔
Truth was being spoken	حقیقت کی جا رہی تھی۔
Tea was being taken	چائے پی جا رہی تھی۔

Examples:

Active: She was loving me

Passive: I was being loved by her

Active: He was eating mangoes

Passive: Mangoes were being eaten by him

Active: He was giving me a pen.

Passive: A pen was being given to me by him

Active: She was giving me a ball

Passive: A ball was being given to me by her

Active: She was teaching me

Passive: I was being taught by her

Active: She was advising me

Passive: I was being advised by her

Active: Zubar was rebuking me

Passive: I was being rebuked by Zubar

Active: Atif was liking Usman

Passive: Usman was being liked by Atif

Active: She was giving me a ruler

Passive: A ruler was being given to me by her

Active: Atif was giving me a blade

Passive: A blade was being given to me by Atif

Active: Bina was teaching me English

Passive: I was being taught English by Bina.

Active: Mother was ordering me.

Passive: I was being ordered by mother

Active: Atif was giving us sweets

Passive: We were being given sweets by Atif

Active: Huma was giving them bread.

Passive: They were being given bread by Huma

Active:	He was giving Adeem a tip.
Passive:	Adeem were being given a tip by him.
Active:	Sohaï was bringing me a car.
Passive:	I was being brought a car by Soha
Active:	She was giving me a bicycle
Passive:	I was being given a bicycle by her
Active:	She was bringing me a gift.
Passive:	I was being brought a gift by her
Active:	He was bringing me a ball
Passive:	I was being brought a ball by him
Active:	He was giving me a gun.
Passive:	I was being given a gun by him
Active:	He was bringing me a cup
Passive:	I was being brought a cup by him.
Active:	Atif was bringing me a copy
Passive:	I was being brought a copy by Atif
Active:	Asif was giving me a pen
Passive:	I was being given a pen by Asif
Active:	Atif was bringing a cup of coffee
Passive:	A cup of coffee was being brought by Atif
Active:	She was giving Atif a handkerchief
Passive:	Atif was being given a handkerchief by her

Exercise

Change into Passive Voice:

1. They were playing hockey.
2. I was eating food
3. cattle were grazing the grass.

4. Students were playing cricket
5. The boys were making mischief
6. Zubair was drawing a map
7. Atif was speaking truth
8. He was making a noise
9. Father was cooking food
10. She was washing clothes
11. We were reading the lesson
12. You were singing a song
13. He was driving the car
14. She was doing dishes
5. I am was making a plan

FUTURE CONTINUOUS TENSE:

Active Voice

فردوں کی پیش گوئی
 دو افراد کے آخر میں رہا ہو گا رہے گا
 فردوں میں will be, shall be کے بعد ing ملتی ہے
 بنانے کا طریقہ

موضوع (subject) کے بعد shall be/will be کے بعد فعل کی پہلی صورت ملے گی
 ing کا اضافہ کرتے ہیں۔ اگر فعل کے آخر میں e ہو گا تو e کو نکال کر ing لگائیں اور We
 shall be اور رہتی تمام کے ساتھ will be لگاتے ہیں۔

Syntax:

S + shall/will + be + V(I) + ing + O.

مثلی اور سوالیہ فقرے بنانے کا طریقہ:

S + shall/will + not + be + V(I) + ing + O.

Shall/Will + S + be + V(I) + ing + O?

Shall/Will + S + not + be + V(I) + ing + O?

تقریباً کسی نے یہ کہنا شروع کیا ہے کہ I shall not be doing...
میں نے یہ کہنا شروع کیا ہے کہ I shall not be doing...
یہ کہنا شروع کیا ہے کہ I shall not be doing...
یہ کہنا شروع کیا ہے کہ I shall not be doing...

The boy will be learning the poem	بچہ شعر پڑھ رہا ہوگا۔
The washerman will be rolling the clothes.	دھو رہا ہوگا۔
Mother will be teaching the child	مادر بچہ کو پڑھ رہی ہوگی۔
Haris will be peeling the apples	حریس سیب پھیل رہی ہوگی۔
They will not be waiting for me	انہوں نے نہیں انتظار کر رہے ہوں گے۔
What will you be doing today?	آج کیا کر رہے ہو گے؟
The fisherman will be catching the fish	مچھلی پکڑ رہا ہوگا۔
He will be cleaning the room	وہ کمرہ صاف کر رہا ہوگا۔
We shall be taking meal	ہم کھانا کھا رہے ہوں گے۔

مندرجہ ذیل مثال میں ہر ایک کے ساتھ یہ لکھنا ہے۔

Huma will be reading a book	ہوما کتاب پڑھ رہی ہوگی۔
Will Huma be reading a book?	ہوما کتاب پڑھ رہی ہوگی؟
Huma will not be reading a book	ہوما کتاب نہیں پڑھ رہی ہوگی۔
Will Huma not be reading a book?	ہوما کتاب نہیں پڑھ رہی ہوگی؟
When will Huma be reading a book?	کب ہوما کتاب پڑھ رہی ہوگی؟
When will Huma not be reading a book?	کب ہوما کتاب نہیں پڑھ رہی ہوگی؟
Why will Huma be reading a book?	کیوں ہوما کتاب پڑھ رہی ہوگی؟
Why will Huma not be reading a book?	کیوں ہوما کتاب نہیں پڑھ رہی ہوگی؟
Where will Huma be reading a book?	کہاں ہوما کتاب پڑھ رہی ہوگی؟
Where will Huma not be reading a book?	کہاں ہوما کتاب نہیں پڑھ رہی ہوگی؟
How will Huma be reading a book?	کیسے ہوما کتاب پڑھ رہی ہوگی؟
How will Huma not be reading a book?	کیسے ہوما کتاب نہیں پڑھ رہی ہوگی؟

Which book will Huma not be reading?	کون کتاب نہیں پڑھ رہی ہوگی؟
Which day will Huma be reading a book?	کون دن کتاب پڑھ رہی ہوگی؟
What day will Huma not be reading a book?	کون دن کتاب نہیں پڑھ رہی ہوگی؟
Who will be reading a book?	کون کتاب پڑھ رہی ہوگی؟
Who will not be reading a book?	کون کتاب نہیں پڑھ رہی ہوگی؟
What will Huma be reading?	کون کتاب پڑھ رہی ہوگی؟
What will Huma not be reading?	کون کتاب نہیں پڑھ رہی ہوگی؟

Exercise

- Put the verbs in brackets into the future progressive tense.
 - I (use) the pen this afternoon.
 - I (see) him again.
 - He (wait) for me.
 - We (study).
 - He (put) the children to bed.
 - We probably (pick) fruit.
 - I (wear) uniform.
 - She (walk) again in six weeks.
 - In future they (live) on pills.
 - She (look for) his pen.
 - He (go) to school.

12 They (take) tea

Change into negative and interrogative:

- I shall be seeing a picture
- He will be teaching us English
- We shall be wearing new clothes
- He will be driving the car himself
- We shall be eating food
- They will be decorating the room
- They will be waiting for us
- We shall be preparing to go
- Girls will be playing with the dolls
- He will be studying

Translate into English.

- میں کام کر رہا ہوں گا۔
- وہ خدا لکھ رہا ہوگا۔
- تم سبق پڑھا رہے ہو گے۔
- میری چوہے کے بچے ہمیں روز رہی ہوگی
- گیا کرتا ہو گا۔
- کیا بچے شور نہیں مچا رہے ہوں گے؟
- وہ باتیں کر رہے ہوں گے
- مائنس بیول رہی ہوگی۔
- اسی کھانا بنا رہی ہوں گی۔
- وہ سکول جانے کی تیاری کر رہا ہوگا۔
- چڑا اسی کھٹی بھجور کھا رہا ہوگا۔
- وہ تیر نہیں دوڑ رہا ہوگا۔
- بارش نہیں ہو رہی ہوگی۔
- کیا وہ بچہ سکول نہیں جا رہا ہوگا؟

- 15- وہ کیا کر رہا ہوگا؟
 16- بچے نہیں رہے ہوں گے۔
 17- نرکیاں بیت گا رہی ہوں گی۔
 18- دو کرکٹ کھیل رہا ہوگا۔
 19- دو کی شور کر رہا ہوگا؟
 20- نوٹ کیا کر رہے ہوں گے؟

Passive Voice

بنانے کا طریقہ

- 1- فعل کے بعد shall/will کے بعد be be ng اور پھر مفعول کی تیسری فارم ہوتی ہے۔
 Passive Voice Future Indefinite بنے گا۔
 2- مئی کے اقروں میں shall/will کے بعد not لگا کر مئی کے be be ng کے بعد فعل (Verb) کی تیسری فارم استعمال کریں۔
 3- سوالیہ اقروں میں shall/will کو ماضی (Subject) کے پہلے لگائیں اور آخر میں سوالیہ نشان لگائیں۔

Syntax:

S + shall/will + be being + V (iii) + O.

S + shall/will + not + be being + V (iii) + O.

Shall/Will + S + be being + V (iii) + O?

مثلاً

Poem will be being learnt.	غزل پڑھائی جا رہی ہوگی۔
The clothes will be being ironed.	کپڑے اتھوڑیے جا رہے ہوں گے۔
The child will be being taught.	بچہ پڑھایا جا رہا ہوگا۔

Apples will be being peeled.	سیب پھیلے جا رہے ہوں گے
I shall not be being waited for	میرے انتظار نہیں کیا جا رہا ہوگا
What will be being done today?	آج کیا کیا جا رہا ہوگا؟
The fish will be being caught	پھینک چکر جا رہی ہوں گی
The room will be being cleaned	کمرہ صاف کیا جا رہا ہوگا۔
The meat will be being taken.	کھانا کھایا جا رہا ہوگا۔
The country will be being defended	ملک کی حفاظت کی جا رہی ہوگی۔

Example:

Active	She will be loving me
Passive:	I shall be being loved by her.
Active.	He will be eating mangoes.
Passive:	Mangoes will be being eaten by him.
Active:	He will be giving me a pen
Passive.	A pen will be being given to me by him
Active:	She will be giving me a ball.
Passive:	A ball will be being given to me by her
Active:	She will be teaching me.
Passive:	I shall be being taught by her.
Active:	She will be advising me.
Passive:	I shall be being advised by her.
Active:	Zubair will be rebuking me.

- Passive: I shall be being rebuked by Zubair
 Active: Atif will be liking Usman
 Passive: Usman will be being liked by Atif
 Active: She will be giving me a ruler
 Passive: A ruler will be being given to me by her
 Active: Atif will be giving me a blade
 Passive: A blade will be being given to me by Atif
 Active: Bilal will be teaching me English
 Passive: I shall be being taught English by Bilal
 Active: Mother will be ordering me
 Passive: I shall be being ordered by mother
 Active: Atif will be giving us sweets
 Passive: We shall be being given sweets by Atif
 Active: Huma will be giving them bread
 Passive: They will be being given bread by Huma
 Active: He will be giving Adeem a tip
 Passive: Adeem will be being given a tip by him
 Active: Sohan will be bringing me a car
 Passive: I shall be being brought a car by Sohan
 Active: She will be giving me a bicycle
 Passive: I shall be being given a bicycle by her
 Active: She will be bringing me a gift
 Passive: I shall be being brought a gift by her
 Active: He will be bringing me a ball
 Passive: I shall be being brought a ball by him
 Active: He will be giving me a gun
 Passive: I shall be being given a gun by him
 Active: He will be bringing me a cup
 Passive: I will be being brought a cup by him
 Active: Atif will be bringing me a copy

- Passive: I will be being brought a copy by Atif
 Active: Asif will be giving me a pen
 Passive: I shall be being given a pen by Asif
 Active: Atif will be bringing a cup of coffee
 Passive: A cup of coffee will be being brought by Atif
 Active: She will be giving Atif a handkerchief
 Passive: Atif will be being given a handkerchief by her

Exercise

Change Into Passive Voice

1. She will be flying a kite
2. We shall be singing a song
3. They will be giving his father
4. He will be waiting for me
5. The snake will be biting the rabbit
6. Students will be doing homework
7. Atif will be eating a mango
8. We shall be reading a story
9. They will be playing hockey
10. Asif will be driving a car

PRESENT PERFECT TENSE:

Active Voice

فعلوں کی پہچان

- اردو فعلوں کے آفرش چکا ہے، پکے ہیں، یہ ہے، لیے ہیں، وغیرہ آتا ہے جبکہ انگریزی کے فعلوں میں has/have کے بعد فعل (verb) کی تیسری قادم آتی ہے۔
 بنانے کا طریقہ:

فاعل (subject) کے بعد has/have کے بعد فعل کی تیسری قادم گاتے ہیں۔

We/They/You کے ساتھ have اور He/She/It کے ساتھ has لگاتے ہیں۔

Syntax.

S + has/have + V(III) + O.

مثنی اور سوالیہ فقرے بنانے کا طریقہ:

S + has/have + not + V(III) + O.

Has/Have + S + V(III) + O?

مثلاً: میں نے کام ختم کر لیا ہے۔
He has finished his work.مثلاً: اس نے کام ختم کر لیا ہے۔
He has finished his work.

He has finished his work.	اس نے کام ختم کر لیا ہے۔
The teacher has taught us	میں نے اس کو سکھایا ہے۔
Mother has prepared the breakfast	میں نے ناشتہ تیار کر دیا ہے۔
He has bought the book.	میں نے کتاب خرید لی ہے۔
He has taken tea	میں نے چائے پی چکا ہے۔
The peon has rung the bell	چوہی کی گھنٹی بج چکا ہے۔
He has told you	میں نے تم کو بتا دیا ہے۔
Alf has informed mother	میں نے امی کو اطلاع دے چکا ہے۔
She has sung the song	میں نے گانا گایا ہے۔
I have rebuked Kashif	میں نے کاشف کو زاریں چکا ہوں۔

اگر کوئی کام ماضی میں شروع ہو جو اب اس وقت ختم ہو چکا ہو تو اس کے لئے

یہ Tense استعمال کرتے ہیں۔ مثلاً

I haven't seen Alf for ages.	میں نے اعصرہ عارف سے میری ملاقات نہیں کی ہے۔
------------------------------	--

This table hasn't been

cleaned for several months

کی۔ یہ سارا سامان نہیں کیا گیا ہے

اکثر سوال و جواب میں بھی یہ Tense استعمال کرتے ہیں۔ مثلاً

How long have she been here?	دو کب سے یہاں پر ہیں؟
I have been here for 20 years	میں ۲۰ سال سے یہاں ہوں۔
Have you ever been to museum?	کیا آپ کبھی موزیم گئے ہیں؟

غلطوں میں اکثر یہ Tense استعمال ہوتا ہے۔ مثلاً

I have received Alf's letter	میں نے عارف کا خط لے لیا ہے۔
I haven't written him a letter for a long time	میں نے کافی عرصے سے اُسے خط نہیں لکھا ہے۔

حوادث اور مشاہدات میں اکثر یہی Tense استعمال ہوتا ہے مثلاً

Prime Minister has decided	وزیر اعظم نے فیصلہ کر لیا ہے۔
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منوجہ درمل مثال میں ہم دیکھیں گے کہ ایک ہی جملے کی مدد سے کیسے بنا سکتے ہیں۔

Nadia has sung the song.	نادیہ گیت گائی ہے۔
Nadia has not sung the song.	نادیہ گیت نہیں گائی ہے۔
Has Nadia sung the song?	کیا نادیہ گیت گائی ہے؟
Has Nadia not sung the song?	کیا نادیہ گیت نہیں گائی ہے؟

When has Nadia sung the song?	کیسے گیت گائی ہے؟
When has Nadia not sung the song?	کیسے نہیں گائی ہے؟
Why has Nadia sung the song?	کیسے گائی ہے؟
Why has Nadia not sung the song?	کیسے نہیں گائی ہے؟
Where has Nadia sung the song?	کہاں گیت گائی ہے؟
Where has Nadia not sung the song?	کہاں گیت نہیں گائی ہے؟
What the song has Nadia sung?	کیا گیت گائی ہے؟
What the song has Nadia not sung?	کیا گیت نہیں گائی ہے؟
What time has Nadia sung the song?	کیسے گیت گائی ہے؟
What time has Nadia not sung the song?	کیسے گیت نہیں گائی ہے؟
Who has sung the song?	کون گیت گائی ہے؟
Who has not sung the song?	کون گیت نہیں گائی ہے؟
What has Nadia sung?	کیسے گیت گائی ہے؟

What has Nadia not sung?

کیسے گیت گائی ہے؟

Exercise

Put the verbs in brackets into the present perfect tense

- 1 The dog (steal) the fish
- 2 She just (go) out
- 3 He just (wash) that floor
- 4 The bell (stop) ringing
- 5 I (post) the letter
- 6 She always (refuse)
- 7 I (not make) a mistake
- 8 They (have) breakfast
- 9 Ali (take) my bike
10. Kiran (buy) a pen

Change into negative and Interrogative.

- 1 He has finished his work
- 2 We have bought these books
- 3 I have bought a dozen bananas
- 4 He has lost his bag
- 5 Sadia has sent her a card
- 6 This doctor has tested my eyes
- 7 My neighbour's dog has died
- 8 I have applied for four days' leave
- 9 She has ironed my dress.
10. Mother has cooked food.

Translate the following into English.

1. ہم نے یہ کتابیں خریدیں

2. کیا وہ اچھے کتابیں خریدیں؟

3. ہم نے یہ کتابیں پڑھیں۔

4. یہ کتابیں اچھے ہیں۔

1. میں نے لکھی میں نے لکھی ہے۔
2. ہم نے لکھی میں نے لکھی ہے۔
3. آپ نے لکھی میں نے لکھی ہے۔
4. آپ نے لکھی میں نے لکھی ہے۔
5. آپ نے لکھی میں نے لکھی ہے۔
6. آپ نے لکھی میں نے لکھی ہے۔
7. آپ نے لکھی میں نے لکھی ہے۔
8. آپ نے لکھی میں نے لکھی ہے۔
9. آپ نے لکھی میں نے لکھی ہے۔
10. آپ نے لکھی میں نے لکھی ہے۔
11. آپ نے لکھی میں نے لکھی ہے۔
12. آپ نے لکھی میں نے لکھی ہے۔
13. آپ نے لکھی میں نے لکھی ہے۔
14. آپ نے لکھی میں نے لکھی ہے۔
15. آپ نے لکھی میں نے لکھی ہے۔
16. آپ نے لکھی میں نے لکھی ہے۔
17. آپ نے لکھی میں نے لکھی ہے۔
18. آپ نے لکھی میں نے لکھی ہے۔
19. آپ نے لکھی میں نے لکھی ہے۔
20. آپ نے لکھی میں نے لکھی ہے۔

Passive Voice

بنانے کا طریقہ

1. فاعل کے بعد has, have کے بعد been اور مفعول کی قیمری فارم ہوتی ہے۔
Present perfect Passive Voice کہہ گئے۔
2. فعل کے فقرہ میں has/have کے بعد not لگائیں گے اس کے بعد فعل (Verb) کی قیمری فارم استعمال کریں۔
3. سو یہ فقرہ میں has/have کو فاعل (Subject) سے پہلے لگائیں اور مفعول سو یہ نشان لگائیں۔

Syntax

- S + has/have + been + V (III) + O.
- S + has/have + not + been + V (III) + O.
- Has/Have S + been + V (III) + O?

Work has been finished	کام ختم ہو گیا ہے۔
We have been taught	ہمیں سکھایا گیا ہے۔
The breakfast has been prepared	ناشتہ تیار کیا جا چکا ہے۔
The book has been bought	کتاب خریدی جا چکی ہے۔
Tea has been taken	چائے پی جا چکا ہے۔
The ring has been rung	گھنٹی بجائی جا چکی ہے۔
You have been told	تو کو بتایا جا چکا ہے۔
Mother has been informed	مادر کو اطلاع دی جا چکی ہے۔
The song has been sung	گانا گایا جا چکا ہے۔
Kashif has been rebuked	کاشف کاٹھا چکا ہے۔

Example

- Active: She has loved me
- Passive: I have been loved by her
- Active: He has eaten mangoes
- Passive: Mangoes has been eaten by him
- Active: He has given me a pen
- Passive: A pen has been given to me by him
- Active: She has given me a ball
- Passive: A ball has been given to me by her.

Active:	She has taught me
Passive:	I have been taught by her
Active:	She has advised me
Passive:	I have been advised by her
Active:	Zubair has rebuked me
Passive:	I have been rebuked by Zubair
Active:	Atif has liked Usman.
Passive:	Usman has been liked by Atif.
Active:	She has given me a ruler
Passive:	A ruler has been given to me by her
Active:	Atif has given me a blade
Passive:	A blade has been given to me by Atif
Active:	Bilal has taught me English
Passive:	I have been taught English by Bilal
Active:	Mother has ordered me
Passive:	I have been ordered by mother
Active:	Atif has given us sweets
Passive:	We have been given sweets by Atif
Active:	Huma has given them bread
Passive:	They have been given bread by Huma
Active:	He has given Adeem a tip
Passive:	Adeem has been given a tip by him
Active:	Schali has brought me a car
Passive:	I have been brought a car by Schali
Active:	She has given me a bicycle
Passive:	I have been given a bicycle by her
Active:	She has brought me a gift
Passive:	I have been brought a gift by her
Active:	He has brought me a ball.
Passive:	I have been brought a ball by him
Active:	He has given me a gun

Passive:	I have been given a gun by him
Active:	He has brought me a cup
Passive:	I have been brought a cup by him
Active:	Atif has brought me a copy.
Passive:	I have been brought a copy by Atif
Active:	Asif has given me a pen.
Passive:	I have been given a pen by Asif
Active:	Adeem has brought a cup of coffee
Passive:	A cup of coffee has been brought by Adeem
Active:	She has given Atif a handkerchief
Passive:	Atif has been given a handkerchief by her
Active:	Nobody has opened the door
Passive:	The door has not been opened by anyone

Exercise

Change into Passive Voice:

1. We have written a letter
2. We have planted these trees
3. The students have learnt the poem
4. They have shown him their tickets
5. We have shaken hands
6. Atif has broken the cup
7. He has solved this sum
8. Naila has made tea
9. They have completed the work.
10. She has done the dishes

PAST PERFECT TENSE:

Active Voice

فعلوں کی پہچان:

اور، فہموں کے آئیں پناہ، پچھے، پناہ، لیے، فیروا، تا ہے، جگہ، انگریزی کے

ماہف صاحب کو خط لکھ چکے تھے

Mr. Atif had not written a letter.

Had Mr. Atif written a letter?

Had Mr. Atif not written a letter?

When had Mr. Atif written a letter?

When had Mr. Atif not written a letter?

Why had Mr. Atif written a letter?

Why had Mr. Atif not written a letter?

Whom had Mr. Atif written a letter?

Whom had Mr. Atif not written a letter?

How had Mr. Atif written a letter?

How had Mr. Atif not written a letter?

Which letter had Mr. Atif written?

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

Which letter had Mr. Atif not written?

What day had Mr. Atif written a letter?

What day had Mr. Atif not written a letter?

Who had written a letter?

Who had not written a letter?

What had Mr. Atif written?

What had Mr. Atif not written?

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

کون لکھ چکا تھا؟

کون لکھ چکا تھا؟

ماہف صاحب کو خط لکھ چکے تھے

ماہف صاحب کو خط لکھ چکے تھے

Exercise

Put the verbs in brackets into the present perfect tense.

- The dog (steal) the fish
- She just (go) out
- He just (wash) that floor
- The bell (stop) ringing
- I (post) the letter
- She always (refuse)
- (not make) a mistake
- They (have) breakfast
- Atif (take) my bike.
- Kiran (buy) a pen

Change into negative and interrogative:

- He had gone before I came.
- The rain stopped when they left the home.
- The train had left before he reached the station.

- 4 The police had caught the thief before she could run away
- 5 He had said the prayer before the sun rose
- 6 She had sold his house before she left for America
- 7 They had reached Murree before the snow began to fall
- 8 The thief had run away before the police came
- 9 She had bought a television set before his sister passed the Matric examination
- 10 We had done their duty before the officer came
- Translate the following into English

- 1 وہ پکڑا گیا تھا
- 2 یہ سب سے پہلے ہوئے
- 3 وہ وہاں پہنچے
- 4 اس نے دعا مانگی
- 5 وہ بی بی بیگم
- 6 وہ وہاں سے گئے
- 7 وہ وہاں پہنچے
- 8 وہ سب سے پہلے پہنچے
- 9 کیا اس نے گیس اسٹری کر لی تھی؟
- 10 یہ وہاں ہوا
- 11 مجھ نے اس کی بات نہیں کی تھی۔
- 12 ہم سب کا نہیں کر سکتے تھے۔
- 13 اگر تم نے جھوٹ نہیں کہا،
- 14 یا تم نے سوال حل کر لیے تھے؟
- 15 کیا آپ نے کتاب پھر پڑھی تھی؟
- 16 کیا وہ پلٹ آیا، اور اتنی دیر کا

- 17 وہ اس کا ہنس نہیں۔
- 18 وہ یہ کہیں ہو چکے تھے۔
- 19 یہ آپ کے گھر سے پرچہ سے پہلے ہوئی جا چکا تھا؟
- 20 یہ اس سے پہلے سے تھا، اور

Passive Voice

جاننے کا طریقہ

- 1 فعل کے بعد had کے بعد been اور پر فعل کی صورت ہوگی۔
Passive Voice Perfect
- 2 فاعل کے خرد میں had کے بعد not لگا کر been لگا کر ہوگا۔
(Verb) کی تیسری علامت ہوتی ہے۔
- 3 سوالیہ خرد میں had کو فعل (Subject) سے پہلے لگا کر ہوگا۔
نکات ہیں۔

Syntax

- S + had + been + V (III) + O.
- S + had + not + been + V (III) + O.
- Had + S + been + V (III) + O.

The table had been cleaned	یہ صاف کیا جا چکا تھا۔
The roll had been called in class room	جماعت میں ماضی کا گائی جا چکا تھا۔
The sums had been solved	وہ سب حل کیا جا چکے تھے
Work had been completed	کام مکمل ہو چکا تھا
The car had been sold	کار بیچ دی جا چکا تھا
Had the pen been bought?	کیا قلم خریدا جا چکا تھا؟
The essay had been written	مضمون لکھا جا چکا تھا۔

Tenses 4 to 6 & Passive Voice Direct & Indirect	
The room had been white-washed	کمرہ سفید کیا گیا تھا
The truth had been spoken	حقیقت کہی جا چکی تھی

Example-

Active	She had loved me
Passive	I had been loved by her
Active	He had eaten mangoes
Passive	Mangoes had been eaten by him
Active	He had given me a pen
Passive	A pen had been given to me by him
Active	She had given me a ball
Passive	A ball had been given to me by her
Active	She had taught me
Passive	I had been taught by her
Active	She had advised me
Passive	I had been advised by her
Active	Zubair had rebuked me
Passive	I had been rebuked by Zubair
Active	Atif had liked Usman
Passive	Usman had been liked by Atif
Active	She had given me a ruler
Passive	A ruler had been given to me by her
Active	Atif had given me a blade
Passive	A blade had been given to me by Atif
Active	Bilal had taught me English
Passive	I had been taught English by Bilal
Active	Mother had ordered me
Passive	I had been ordered by mother
Active	Atif had given us sweets
Passive	We had been given sweets by Atif

Tenses 4 to 6 & Passive Voice Direct & Indirect	
Active	Huma had given them bread
Passive	They had been given bread by Huma
Active	He had given Adeen a p
Passive	Adeen had been given a p by him
Active	Soha had brought me a car
Passive	I had been brought a car by Soha
Active	She had gave me a b
Passive	I had been given a b by her
Active	She had brought me a gift
Passive	I had been brought a gift by her
Active	He had brought me a ball
Passive	I had been brought it by him
Active	He had given me a gun
Passive	I had been given a gun by him
Active	He had brought me a cup
Passive	I had been brought a cup by him
Active	Atif had brought me a copy
Passive	I had been brought a copy by Atif
Active	Asif had gave me a pen
Passive	I had been given a pen by Asif
Active	Adeen had brought a cup of coffee
Passive	A cup of coffee had been brought by Adeen
Active	She had given Atif a handkerchief
Passive	Atif had been given a handkerchief by her
Active	Nobody had opened the door
Passive	The door had not been opened by anyone

Exercise

Change into Passive Voice:

She had already taken her dinner

They had changed our clothes

- 3 He had already passed the examination
- 4 The doctor had examined the patient
- 5 They had completed their work before the day struck five
- 6 We had already done our work
- 7 They had solved the sum
- 8 As I had learnt the lesson

FUTURE PERFECT TENSE:

Active Voice

تقریر کی ہیچون

اس وقت سے پہلے ہوئے ہوئے کام کو will have / shall have سے کہیں گے۔
 امر کی صورت میں will have / shall have سے کہیں گے۔
 (verb) سے کہیں گے۔

بنانے کا طریقہ

Syntax.

S+shall/will+have+V(III)+O

Subject سے بعد will have / shall have سے کہیں گے۔
 امر کی صورت میں

منفی اور سو یہ تقریر بنانے کا طریقہ

S+shall/will+not+have+V(III)+O.

Shall/Will+S+have+V(III)+O?

نہ سے میں نہ سے shall / will نے نہ سے not کہنے سے تقریر کی ہوگی۔
 shall / will وقت کے شروع میں کہنے سے تقریر کی ہوگی۔

He will have written a letter

اس وقت سے پہلے

She will have taken tea	وہ چائے پی چکی ہوگی
They will have played football	وہ فٹ بال کھیل چکے ہوں گے
They will have taken exercise	وہ ورزش کر چکے ہوں گے
The cat will have caught the rat	بلی نے سونہری چڑیا پکڑ لی ہوگی
He will have helped him	وہ اس کو مدد کر چکا ہوگا
Mother will have prepared meal	مادر نے کھانا تیار کر چکی ہوں گی
I shall have bought the apples	میں سیب خریدا چکا ہوں گا
He will have finished the work	وہ کام ختم کر چکا ہوگا

Tense ہے کام کے۔ مثال گمان سے جو گزرا ہو مستقبل میں کسی دوسرے کام

بنانے کا طریقہ

They will have reached the station before the train comes	وہ اسٹیشن پہنچ چکے ہوں گے
We shall have got up before the sun rises	ہم اٹھ چکے ہوں گے
He will have left before it rains.	وہ چلے جاتا ہوگا

1. The first part of the document is a letter from the author to the reader, explaining the purpose of the study and the methods used. It also includes a list of references.

7 21 8 5340 20 "20
"2012 31 5 00 04

... have completed

Arthur will have rung the bell

may not have running
the

Will Akbar have rung the bell?

Will Akbar have not rung the bell?

When will Akbar have rung the bell?

When will Akbar not have rung the bell?

Why will Akbar have rung the bell?

Why was Akbar have not rung the bell?

Which bell will Akbar have rung?

Which bell will Akbar not have rung?

What time will Akbar have rung the bell?

What time will Akbar not have rung the bell?

Who will have rung the bell?

Who will not have rung the bell?

What will Akbar have rung?

What will Akbar not have
hung?

Exercise

Put the verbs in brackets into the future perfect tense

1. By the end of the month he (finish) the book.
2. The police (hear) of the theft by this time.
3. He (complete) this work in a few minutes.
4. By this time next year he (save) Rs. 20,000.
5. The train (leave) before he reach the station.
6. In a month's time he (take) our exam.
7. By next winter we (build) their house.
8. By April 2005 he (pay) his debt.
9. The sun (rise) before they reach the top.
10. When you came back Soha (do) all the house work.

Change into negative and interrogative:

- 1 We shall have reached home before the father comes
- 2 She will have spoken the truth
- 3 They will have finished your work before leaving for Alirao.
- 4 The sun will have risen before we get up
- 5 She will have changed her clothes before he goes to school
- 6 The patient will have died before the doctor comes
- 7 We shall have put out the light before he goes to bed
- 8 We shall have won the match before the sun sets
- 9 Students will have gone before the teacher comes

Translate the following into English

- 1- تم میرے کچے ہو گے۔
- 2- واقعی میت پتہ نہ لگے۔
- 3- انہوں نے پتے سے پہلے گاڑی دھو دی تھی۔
- 4- وہاں پہاڑی دنگ۔
- 5- کیا انڈیا کتاب خرید چکی ہوگی؟
- 6- کیا انہوں نے اپنا سبق یاد کر لیا ہوگا؟
- 7- انہوں نے خط ڈال دیا ہوگا۔
- 8- موچی جوتے مرمت کر چکا ہوگا۔
- 9- وہ اپنا سبق یاد کر چکے ہوں گے۔
- 10- اکی جان گھانا تیار کر چکی ہوں گی۔
- 11- عاتق نے غسل نہیں کیا ہوگا۔
- 12- استاد صاحب یہ سبق پڑھا چکے ہوں گے؟
- 13- ناری جان کہانی سنا چکی ہوں گی۔
- 14- دو گھر پہنچ چکے ہوں گے۔

- 15- مرد نے کام کر لیا ہوگا
- 16- 7 بائیس سو پتے دوائے
- 17- وہ میرے گھر پہنچ چکا ہوگا
- 18- ہمارا کام سرپہ ہوگا
- 19- وہیں پہنچا ہوگا
- 20- اس نے کام پتے دوائے

Passive Voice

ماننے کا طریقہ:

- 1- اصل - حد - shall/will - have been - کی جگہ - have been - کی جگہ -
- 2- Passive Voice کے Future Perfect - shall/will - have been - کی جگہ - not - کی جگہ -
- 3- سوالیہ فقرہ میں Shall/Will - (Subject) - پتے کا تین بار آ کر رہی -

Syntax:

- S + shall/will + have been + V (iii) + O.
- S + shall/will + not + have been + V (iii) + O.
- Shall/Will + S + have been + V (iii) + O?

مثلاً

The letter will have been written.	خط لکھا یا چکا ہوگا۔
Coffee will have been taken.	کافی پی جا چکی ہوگی۔

Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been
Active:	Hecky will have been	Passive:	Hecky will have been

Example

Active:	She will have loved me
Passive:	I shall have been loved by her
Active:	He will have eaten manila
Passive:	Manila will have been eaten by him
Active:	He will have given me a pen
Passive:	I shall have been given a pen by him
Active:	She will have brought me a gift
Passive:	I shall have been brought a gift by her
Active:	He will have brought me a ball
Passive:	I shall have been brought a ball by him
Active:	She will have brought me a cup
Passive:	I shall have been brought a cup by her
Active:	He will have brought me a copy
Passive:	I shall have been brought a copy by him
Active:	Asif will have given me a pen
Passive:	I shall have been given a pen by Asif

Active:	She will have given me a ruler
Passive:	I shall have been given a ruler by her
Active:	Atif will have given me a blade
Passive:	I shall have been given a blade by him
Active:	Brat will have taught me English
Passive:	I shall have been taught English by her
Active:	Mother will have ordered me
Passive:	I shall have been ordered by mother
Active:	Atif will have given us sweets
Passive:	We shall have been given sweets by Atif
Active:	Huma will have given them bread
Passive:	They will have been given bread by Huma
Active:	He will have given Adeen a tip
Passive:	Adeen will have been given a tip by him
Active:	Sohail will have brought me a car
Passive:	I shall have been brought a car by Sohail
Active:	She will have given me a bicycle
Passive:	I shall have been given a bicycle by her
Active:	She will have brought me a gift
Passive:	I shall have been brought a gift by her
Active:	He will have brought me a ball
Passive:	I shall have been brought a ball by him
Active:	He will have given me a gun
Passive:	I shall have been given a gun by him
Active:	She will have brought me a cup
Passive:	I shall have been brought a cup by her
Active:	Atif will have brought me a copy
Passive:	I shall have been brought a copy by Atif
Active:	Asif will have given me a pen
Passive:	I shall have been given a pen by Asif

- Active: Adeen will have brought a cup of coffee
 Passive: A cup of coffee will have been brought by Adeen.
- Active: She will have given Atif a handkerchief
 Passive: Atif will have been given a handkerchief by her.
- Active: Nobody will have opened the door
 Passive: The door will not have been opened by anyone.

Exercise

Change into Passive Voice:

- The boys will have picked the flowers before the gardener comes
- The washerman will have ironed clothes before we return
- He will have finished his work before the sun rises
- They will have said their prayer before the sun sets
- They will have made a noise before the mother comes
- Zubair will have started his factory before November 2005
- He will have invited him
- He will have prepared food before the guests come



PRESENT PERFECT CONTINUOUS TENSE

Active Voice

تقریب کی پہچان:

ازدو میں تقریب کے آخر میں رہا ہو یا اس سے پہلے یا ابھی شروع ہو رہا ہو

وقت سے شروع ہوا ہے اور ابھی جاری ہے۔
 I have been having a headache since last night.

میں نے اس سے

بنائے کا طریقہ

اس کا مطلب ہے کہ میں نے اس سے بنائے کا طریقہ

اس کا مطلب ہے کہ میں نے اس سے بنائے کا طریقہ

for two years) سے (since 2002) سے

Period of Time کے خاص میں شروع وقت Point of Time

Period of Time کے خاص میں شروع وقت Point of Time

Present Progressive کا تہہ دگا

Syntax:

S + has/have + been + V(ing) + O + since/for + (point of time/period of time)

نئی اور سوا یہ تقریب بنانے کا طریقہ

S + has/have + not + been + V(ing) + O + since/for + (point of time/period of time).

Has/Have + S + been + V(ing) + O + since/for + (point of time/period of time)?

تقریب میں دیئے ہوئے has/have کے بعد not لگانے سے تقریب

Has/Have کو تقریب کے شروع میں لگانے سے تقریب سوا یہ بن جاتا ہے۔

We have been taking exercise for one hour

ہم ایک گھنٹہ سے ورزش کر رہے ہیں۔

Dr. Atif has been treating the patient since yesterday

ڈاکٹر عارف کل سے مریض کا علاج کر رہے ہیں۔

- Active** Adeen will have brought a cup of coffee
Passive: A cup of coffee will have been brought by Adeen
Active: She will have given Atif a handkerchief
Passive: Atif will have been given a handkerchief by her
Active: Nobody will have opened the door
Passive: The door will not have been opened by anyone

Exercise

Change into Passive Voice:

- The boys will have plucked the flowers before the gardener comes.
- The washerman will have ironed clothes before we return.
- He will have finished his work before the sun rises.
- They will have said their prayer before the sun sets.
- They will have made a noise before the mother comes.
- Zubair will have started his factory before November 2005.
- He will have invited him.
- He will have prepared food before the guests come.



PRESENT PERFECT CONTINUOUS TENSE:

Active Voice

فقروں کی پہچان:

رواد میں فقروں کے آخر میں دم بول رہے ہیں رُخ ہے دُغیرہ آتا ہے لیکن ان حصوں میں

مثلاً: سرد ہوا ہے۔ آواز ہے۔ گیت ہے۔
 ing has been have been ہے۔

یا ہوئی ہے

ہٹانے کا طریقہ

ing has been have been ہے۔

مثلاً: 2002ء سے (since 2002) اور دو سال سے (for two years)۔

Tense میں تینوں میں تینوں وقت (Point of Time) یا مقررہ وقت

(Period of Time) کا ذکر ضرور ہوتا ہے اگر جیسے میں وقت (Point of Time) کا ذکر نہیں ہے

یہ تینوں کا جملہ Present Progressive کا جملہ ہے۔

Syntax:

S + has/have + been + V(i)ing + O + since/for + (point of time/period of time).

مثلاً: سرد ہوا ہے۔ آواز ہے۔ گیت ہے۔

S + has/have + not + been + V(i)ing + O + since/for + (point of time/period of time).

Has/Have + S + been + V(i)ing + O + since/for + (point of time/period of time)?

فقرے میں دیئے ہوئے has/have کے فوراً بعد نہ گانے سے فقرہ جی

ہوتا ہے۔ Has/Have کو فقرے کے شروع میں لگانے سے فقرہ سوالیہ بن جاتا ہے۔

We have been taking exercise for one hour	ہم ایک گھنٹہ سے ورزش کر رہے ہیں۔
Dr. Atif has been treating the patient since yesterday	ڈاکٹر عتیق کل سے مریض کا علاج کر رہے ہیں۔

She has been reading
since evening

Has she been bringing up
the child for four years?

Have they been combing
their hair for ten minutes?

I have been playing hockey
since my childhood

He has been white washing

since morning

since morning

Has Sohail been working
since morning?

Has Sohail not been working
since morning?

کیا سہیل صبح سے کام کر رہا ہے؟

How long has Soha been
working for?

How long has Sohail not
been working for?

Why has Sohail been
working since morning?

Why has Sohail not been
working since morning?

Where has Soha been
working since morning?

Who has been working since
morning?

How has Sohail been
working since morning?

How has Sohail not been
working since morning?

Who has been working since
morning?

Who has not been working
since morning?

What has Sohail been doing
since morning?

What has Sohail not been
doing since morning?

کیا سہیل صبح سے کام کر رہا ہے؟

Exercise

Put the verbs in brackets and change the sentences into the present perfect or the present perfect progressive tense.

- 1 I (make) cakes for two hours
- 2 He (cut) down a tree since noon
- 3 We (live) here since 2005
- 4 That pipe (leak) for a long time
- 5 I (drive) for ten years
- 6 It (snow) for three days
- 7 You (play) all night
- 8 He (speak) for an hour now
- 9 We (shop) all evening
- 10 She (study) English for three years
- 11 I (walk) six kilo meters
- 12 I (walk) for one hour
- 13 He (sleep) since 8 o'clock
- 14 Huma (make) Kabab
- 15 We (write) letters
- 16 We (write) for three hours
- 17 The boy (eat) ice cream
- 18 He (eat) since I arrived
- 19 I (work) for him for five years
- 20 She (just say) him good-bye

Change into negative and interrogative.

- 1 Atif has been working in this office for five years
- 2 We have been repairing this cycle since noon
- 3 He has been running for half an hour
- 4 The dogs have been barking in the streets
- 5 I have been opening my shop

- 6 Atif has been buying an egg
- 7 You have been sitting idle since long
- 8 The guests have been going since 8 o'clock
- 9 I have been waiting for you
- 10 The children have been playing in the park

Translate the following into English

- 1- میں نے کھانا تیار کر رہی ہے۔
- 2- میں نے اسے دیکھا تھا۔
- 3- وہ ابھی تک نہیں آیا۔
- 4- میں نے اسے دیکھا تھا۔
- 5- وہ ابھی سے کھانا کھا رہا ہے۔
- 6- اگر تم ایک ماہ سے سکول نہیں جا رہے۔
- 7- ابھی تک وہ اسے نہیں دیکھا ہے۔
- 8- یہ سب کچھ اس نے کیا ہے۔
- 9- کیا اسے صاحبہ سے ملنے سے مانگ رہی ہے؟
- 10- تم دو بجے سے آ رہے ہو۔
- 11- آپ نے اسے دیکھا ہے۔
- 12- میں نے اسے دیکھا ہے۔
- 13- اس کے شام سے میری بیماری گہ ہے۔
- 14- کیا وہ تمہیں گھنٹوں سے کتاب دکھا رہی ہے؟
- 15- وہ شام سے اپنی بہن کو خدا گھڑ رہی ہے۔
- 16- وہ وہاں سے دفتر جا رہا ہے۔
- 17- بچے ایک ماہ سے سکول جا رہے ہیں۔
- 18- وہ بچہ سن سے محنت کر رہا ہے۔
- 19- ہم نے اسے آپ کا شکریہ ادا کر رہے ہیں۔
- 20- طالب علم نے کپڑے دھو دیے۔



Exercise

Put the verbs in brackets and change the sentences into the present perfect or the present perfect progressive tense.

- 1 I (make) cakes for two hours
- 2 He (cut) down a tree since noon
- 3 We (live) here since 2005
- 4 That pipe (leak) for a long time.
- 5 I (drive) for ten years
- 6 It (snow) for three days.
- 7 You (play) all night
- 8 He (speak) for an hour now
- 9 We (shop) all evening
- 10 She (study) English for three years
- 11 I (walk) six kilo meters.
- 12 I (walk) for one hour
- 13 He (sleep) since 8 o'clock.
- 14 Huma (make) Kabab
- 15 We (write) letters.
- 16 We (write) for three hours.
- 17 The boy (eat) ice cream
- 18 He (eat) since I arrived
- 19 I (work) for him for five years.
- 20 She just (say) him good-bye.

Change into negative and interrogative

- 1 Atif has been working in this office for five years
- 2 We have been repairing this cycle since noon
- 3 He has been running for half an hour.
- 4 The dogs have been barking in the streets
- 5 I have been opening my shop.

- 6 Atif has been boiling an egg
- 7 You have been sitting idle since long
- 8 The guests have been going since 6 o'clock
- 9 It has been hailing since noon
- 10 The oldman has crying for help since noon

Translate the following into English:

- 1 تارا دو گھنٹے سے کھانا تیار کر رہی ہے
- 2 ہم پانچ بجے سے سٹی پڑھ رہے ہیں
- 3 دو بج سے ہاکی کھیل رہے ہیں۔
- 4 عائشہ دوپہر سے کپڑے دھو رہی ہے۔
- 5 وہ ایک گھنٹے سے کھانا کھا رہے ہیں۔
- 6 اکرم ایک ماہ سے سکول نہیں جا رہا ہے۔
- 7 انانی رات سے سو رہا ہے۔
- 8 کیا عطف گلی سے سوالی ٹاٹاں رہا ہے؟
- 9 کی سنا صاحبہ صبح سے حاضر فی نگار ہے ہیں؟
- 10 تم آج سے تم کی ہے۔
- 11 بچے شام سے شام چاہتے ہیں
- 12 تین دنوں سے بارش ہو رہی ہے۔
- 13 لڑکے شام سے سیر کی تیاری کر رہے ہیں۔
- 14 وہ تین حضوں سے شب بیدار کر رہے ہیں؟
- 15 وہ شام سے اپنی بہن کو کھانا کھا رہی ہے
- 16 وہ دو دنوں سے دفتر جا رہا ہے۔
- 17 بچے ایک ماہ سے سکول جا رہے ہیں۔
- 18 وہ بچپن سے محنت کر رہا ہے۔
- 19 تیرہ بجے سے آگ لگا کر رہے ہیں۔
- 20 عید سے کپڑے دھو رہی ہے



PAST PERFECT CONTINUOUS TENSE

Active Voice

تقریباً 10 سال سے یہاں رہ رہا ہوں۔
 I have been living here for 10 years.
 تقریباً 10 سال سے یہاں رہ رہا ہوں۔
 I have been living here for 10 years.

ہم نے اس کام پر تقریباً 10 سال سے کام کیا ہے۔
 We have been working on this project for 10 years.
 ہم نے اس کام پر تقریباً 10 سال سے کام کیا ہے۔
 We have been working on this project for 10 years.

اس نے تقریباً 10 سال سے اس کام پر کام کیا ہے۔
 He has been working on this project for 10 years.
 اس نے تقریباً 10 سال سے اس کام پر کام کیا ہے۔
 He has been working on this project for 10 years.

Syntax:

S + had + been + V(i)ing + O + since/for + (point of time/period of time).

مثالی اور سوالیہ فقرے بنانے کا طریقہ:

S + had + not + been + V(i)ing + O + since/for + (point of time/period of time).

had + S + been + V(i)ing + O + since/for + (point of time/period of time)?

تقریباً 10 سال سے یہاں رہ رہا ہوں۔
 I have been living here for 10 years.
 تقریباً 10 سال سے یہاں رہ رہا ہوں۔
 I have been living here for 10 years.

I had been living here since 2003.	میں 2003 سے یہاں رہ رہا ہوں۔
He had been putting me off for 10 days	10 دنوں سے مجھے ہل رہا ہے۔
You had been reading that novel for two weeks	تم وہ نکتوں سے دو ہفتوں سے پڑھ رہے تھے
It had not been raining since evening	ماہی شام سے نہیں ہو رہی تھی۔
Had he been solving the paper for one hour?	کیا وہ ایک گھنٹہ سے پرچل کر رہا تھا؟
Where had the children been playing since evening?	بچے کون سا جگہ سے کھیل رہے تھے؟
It had been blowing since 6 o'clock	چونے سے 6 بجے سے ہوا چل رہی تھی۔
They had been protesting for three hours	وہیں لوگوں سے احتجاج کر رہے تھے۔
Government had been introducing reforms in the country for many months	حکومت ملک میں اصلاحات لانے کے لیے کوشش کر رہی تھی۔

مدرجہ ذیل مثالوں میں ہم دیکھیں گے کہ کیسے بنائے جاسکتے ہیں۔

I had been helping the poor for many years	میں غریبوں کو مدد کر رہا تھا۔
--	-------------------------------

I had not been helping the poor for many years.	
Had I been helping the poor for many years?	
Had I not been helping the poor for many years?	
How long had I been helping the poor for?	میں کب سے غریبوں کی مدد کر رہا تھا؟
How long had I not been helping the poor for?	میں کب سے غریبوں کی مدد نہیں کر رہا تھا؟
Why had I been helping the poor for many years?	میں کیوں سے غریبوں کی مدد کر رہا تھا؟
Why had I not been helping the poor for many years?	میں کیوں سے غریبوں کی مدد نہیں کر رہا تھا؟
Who had been helping the poor for many years?	وہ کیوں سے غریبوں کی مدد کر رہا تھا؟
Who had not been helping the poor for many years?	کون کیوں سے غریبوں کی مدد نہیں کر رہا تھا؟

Exercise

Put the verbs in brackets and change the sentences into the Past Perfect or the Past Perfect Progressive tense:

- 1 I (make) cakes for two hours
- 2 He (cut) down a tree since noon
- 3 We (live) here since 2005

- 4 He (speak) for an hour now
- 5 We (shop) all evening
- 6 She (study) English for three years
- 7 I (walk) six kilo meters
- 8 I (walk) for one hour.
- 9 He (sleep) since 8 o'clock
- 10 Huma (make) Kabab
- 11 We (write) letters
- 12 We (write) for three hours
- 13 The boy (eat) ice cream
- 14 He (eat) since I arrived
- 15 I (work) for him for five years
- 16 She just (say) him good-bye

Change into negative and Interrogative

- 1 He had been working for three hours
- 2 It had been raining since noon
- 3 We had been studying in this school since 2005
- 4 I had been knocking at the door for three minutes
- 5 They had been playing cricket since 8 o'clock
- 6 I had been waiting for my friend for 3 hours
- 7 He had been ringing the bell since 6 o'clock
- 8 My mother had been reading the Holy Quran for two hours.
- 9 I had been living in this house since 2005
- 10 They had sitting there since evening

Translate the following into English

میں نے یہاں سے دو سال پہلے ہجرت کر لی۔

- 2- ایک شخص نے آپ کا انتظار کر رہا تھا۔
- 3- ہاشم سے کہا تھا کہ وہ جی۔
- 4- بچے دو پہر سے لی دی دیکھ رہے تھے۔
- 5- اکرم پانچ بجے سے گانا گارہا۔
- 6- کیا اکبر ایک ماہ سے امتحان دے رہا تھا؟
- 7- کیا ایک گھنٹہ سے ہوا بھل رہی تھی؟
- 8- شہادت بچے سے ناشتہ بنا رہی تھیں۔
- 9- علی آدھ گھنٹہ سے قرآن پڑھ رہے تھے۔
- 10- کیا احمد گھنٹہ سے پتنگ بکس کر رہا تھا؟
- 11- ہم صبحوں سے گاڑی چلا رہے ہیں۔
- 12- ریحہ دوپہر سے رطبخانہ رہا تھا۔
- 13- کالی بوسہ دیش ہو رہی تھی۔
- 14- اکبر گھنٹہ سے اخبار پڑھ رہا تھا۔
- 15- وہ ان سے ورزش میں کر رہے تھے۔
- 16- وہ ایک ماہ سے دواں تھا رہا تھا۔
- 17- ہم بچوں سے سخت کر رہے تھے۔
- 18- بچے صبح سے شور مچا کر رہے تھے۔
- 19- کیا وہ ایک ماہ سے سکول جا رہا تھا؟
- 20- کیا تم شام سے کانگریس رہا تھا؟



FUTURE PERFECT CONTINUOUS TENSE:

Active Voice

فقروں کی پہچان:

اردو میں فقروں کے آخر میں رہا ہوگا رہے رہے رہی ہوں گی وغیرہ آتا ہے لیکن اس

جنوں میں وقت کا ذکر ضرور ہوتا ہے، جسے معلوم ہوتا ہے۔
نقیرے کے فقرے میں shall/will have been کے بعد م

ہوتا ہے۔

بنانے کا طریقہ
مضارع کے بعد shall/will have been کے بعد مضارع کی صورت آئے گی۔
مثلاً: I shall/will have been waiting for you since 1990.
1990 سے (since 1990) اور اس سے for two years.
اس Tense کے سطور میں صبر و دو Point of Time یا Period of Time
فقرے میں Future Progressive

Syntax

S + shall/will + have + been + V(i)ing + O + since/for +
(point of time/period of time)

منفی اور سوالیہ فقرے بنانے کا طریقہ

S + shall/will + not + have + been + V(i)ing + O +
since/for + (point of time/period of time)

Shall/Will + S + have + been + V(i)ing + O + since/for +
(point of time/period of time)?

نقیرے میں shall/will کے بعد مضارع کی صورت آئے گی۔
مثلاً: I shall/will have been waiting for you since 1990.
1990 سے (since 1990) اور اس سے for two years.
اس Tense کے سطور میں صبر و دو Point of Time یا Period of Time
فقرے میں Future Progressive

I will have been raining	شام سے بارش ہو رہی ہوگی۔
since evening.	

We shall have been getting ready for an hour	ہم پچھلے ایک گھنٹے سے تیار ہو رہے ہیں۔
We shall not have been working for three days	ہم تین دنوں سے کام نہیں کر رہے ہیں۔
Will the birds have been chattering since morning?	کیا پرندے صبح سے چچکا رہے ہوں گے؟
He will have been punishing you since evening	وہ تجھیں شام سے سزا دے رہا ہوگا۔
Huma will have been ironing the clothes for two hours	ہما دو گھنٹوں سے پٹا کر رہی ہوگی۔
They will have been playing cricket for two hours	وہ دو گھنٹوں سے کرکٹ کھیل رہے ہوں گے۔
He will have been taking exercise since evening	وہ شام سے ورزش کر رہا ہوگا۔
You will have been waiting for her since 4 o'clock	تم اس کا 4 بجے سے انتظار کر رہے ہو گے۔
I will have been showing since evening	میں شام سے دکھا رہا ہوئی ہوگی۔
They will have been reading since evening	وہ شام سے پڑھ رہے ہوں گے۔
I shall have been waiting for two hours	میں انھوں سے انتظار کر رہا ہوگا۔
They will have been befouling him since Sunday	وہ اتوار سے ہی اس کو آلودہ کر رہے ہوں گے۔

Zahid will have been teaching the class for two hours	زاہد دو گھنٹوں سے سبق پڑھا رہا ہوگا۔
Zahid will not have been teaching the class for two hours	زاہد دو گھنٹوں سے سبق نہ پڑھا رہا ہوگا۔
Will Zahid have been teaching the class for two hours?	زاہد دو گھنٹوں سے سبق پڑھا رہا ہوگا؟
Will Zahid have not been teaching the class for two hours?	زاہد دو گھنٹوں سے سبق نہ پڑھا رہا ہوگا؟
How long will Zahid have been teaching the class for?	زاہد کب سے جماعت کو پڑھا رہا ہوگا؟
How long will Zahid not have been teaching the class for?	زاہد کب سے جماعت کو نہیں پڑھا رہا ہوگا؟
Who will have been teaching the class for two hours?	کیا شخص دو گھنٹوں سے سبق پڑھا رہا ہوگا؟

Who will not have been teaching the class for two hours?	کون سے دو گھنٹوں سے نہ پڑھاتا ہوگا؟
What will Zahid have been doing for two hours??	زہد آٹھ گھنٹوں سے کیا کر رہا ہوگا؟
What will Zahid not have been doing for two house?	زہد آٹھ گھنٹوں سے کیا نہیں کر رہا ہوگا؟

Exercise

Put the verbs in brackets and change the sentences into the Future Perfect or the Future Perfect Progressive tense:

- 1 I (make) cakes for two hours.
- 2 He (cut) down a tree since noon.
- 3 We (live) here since 2003.
- 4 That pipe (leak) for a long time.
- 5 I (drive) for ten years.
- 6 It (snow) for three days.
- 7 You (play) all night.
- 8 He (speak) for an hour now.
- 9 We (shop) all evening.
- 10 She (study, English for three years).
- 11 I (walk) six kilo meters.
- 12 I (walk) for one hour.
- 13 He (sleep) since 8 o'clock.
- 14 Huma (make) Kabab.

- 15 We (write) letters.
- 16 We (write) for three hours.
- 17 The boy (eat) ice cream.
- 18 He (eat) since I arrived.
- 19 I (work) for him for five years.
- 20 She just (say) him good-bye.

Change into negative and Interrogative.

- 1 He will have been working for two hours.
- 2 She will have been playing since evening.
- 3 It will have been raining since 8 a.m.
- 4 The cattle will have been grazing since noon.
- 5 Birds will have been singing since early morning.
- 6 We shall have been watching the T.V. for two hours.
- 7 His dogs will have been barking for half an hour.
- 8 His brother will have been swimming in the river since sunset.
- 9 She will have been sleeping for two hours.
- 10 It will have been raining for twenty minutes.

Translate the following into English

- 1 مالی شام سے پوداں کو پانی دے رہا ہوگا۔
- 2 آج دن سے سکول نہیں جاری ہوگی۔
- 3 بچہ کافی دیر سے چٹکس اڑا رہا ہوگا۔
- 4 شادی صبح سے کیت گار رہی ہوگی۔
- 5 دو ماہ اور اکڑ رہے ہوں گے۔
- 6 وہ دو سال سے یہاں رہ رہے ہوں گے۔

- 15 We (write) letters
- 6 We (write) for three hours
- 17 The boy (eat) ice cream
- 18 He (eat) since I arrived
- 19 I (work) for him for five years.
- 21 She just (say) him, good-bye

Change into negative and interrogative:

- 1 He will have been working for two hours
- 2 She will have been playing since evening
- 3 It will have been raining since 8 a.m.
- 4 The cattle will have been grazing since noon
- 5 Birds will have been singing since early morning
- 6 We shall have been watching the T.V. for two hours
- 7 His dogs will have been barking for half an hour
- 8 His brother will have swimming in the river since sunset
- 9 She will have been sleeping for two hours
- 10 It will have been raining for twenty minutes

Translate the following into English.

- 1- دلی شام سے جوں کو، دلی سے مانوس۔
- 2- میری ساری زندگی میری والدین کے لئے تھی۔
- 3- عاتق کالی دیر سے تھکس ازار پہاڑ ہے۔
- 4- شادی صبح سے گیت گار رہی ہوگی۔
- 5- ابونا آزادا کر رہے ہوں گے۔
- 6- وہ دو سال سے یہاں رہ رہے ہوں گے۔

- 7- ہم 2003ء سے اس کالج میں پڑھ رہے ہو گے۔
- 8- چیر اسی کافی دیر سے گھنٹی بج رہا ہوگا؟
- 9- دھوبی دو گھنٹوں سے کپڑے دھو رہا ہوگا۔
- 10- ہم دو گھنٹوں سے ٹی وی دیکھ رہے ہوں گے۔
- 11- وہ صبح سے اپنا سبق یاد کر رہی ہوگی۔
- 12- وہ صبح سے اخبار نہیں پڑھ رہے ہوں گے۔
- 13- بچے کافی دیر سے شور کر رہے ہوں گے۔
- 14- کیا تین دن سے بارش ہو رہی ہوگی؟
- 15- عائشہ ہفتہ بھر سے کپڑے سی رہی ہوگی۔
- 16- گوگ صبح سے قرآن پاک کی تلاوت کر رہے ہوں گے۔
- 17- وہ بچپن سے نماز پڑھ رہا ہوگا۔
- 18- کیا بچے ایک گھنٹے سے کھیل رہے ہوں گے؟
- 19- وہ دودھ سے کام نہیں کر رہا ہوگا۔
- 20- کیا ابو ایک ماہ سے دفتر جا رہے ہوں گے؟

نوٹ۔ Perfect Progressive کے Passive Voice کا استعمال بہت ہی نایاب ہے اس لئے یہ جملے نہیں بنائے جائے لیکن گرامر کی رو سے یہ ممکن جملے ہیں۔



Revision of Tenses

A

فعل حال - صفت (Present Indefinite Tense) اس میں verb کی ہیکے
 شروع ہوتی ہے اور یہ ثابت ہے کہ do/does کے شروع میں ورنہ کتب سے لے
 subject کو not/does not سے جدا استہاں کیا جاتا ہے۔ he, she, it کو does
 سے متوال کرتے ہیں۔ Do we, you, they کو کے۔

Does/Do

Atif: Do you read English?

عاطف: کیا تم انگریزی پڑھتے ہو؟

Akbar: Yes, I do.

اکبر: ہاں میں انگریزی پڑھتا ہوں۔

Atif: Does Huma come to
 your house?

عاطف: کیا ہما تمہارے گھر آتی ہے؟

Akbar: Yes, she comes
 sometimes

اکبر: ہاں، کبھی کبھی آتی ہے۔

Atif: Do other friends also
 come to you?

عاطف: کیا دوسرے دوست بھی تمہارے پاس
 آتے ہیں؟

Akbar: Yes, others also
 come.

اکبر: ہاں، دوسرے دوست بھی میرے پاس آتے
 ہیں۔

Atif: Do you stay in
 Karachi?

عاطف: کیا تم کراچی رہتے ہو؟

Akbar: No, I stay in Lahore.

اکبر: نہیں، میں لاہور رہتا ہوں۔

B

فعل حال جاری (Present Continuous Tense) اس کو بنانے کے لئے

Subject کے حد is are am اس کے حد verb کی گولی فارم لگائی جاتی ہے۔ اور سوید کے لئے is/am/are شروع میں، معنی کے لئے not کو سا، وجہ میں is/am/are کے حد لگایا جاتا ہے۔ he she it کے لئے am کو ا کے لئے۔ we, you کو are کے لئے۔ they کے لئے استعمل کرتے ہیں۔

Is/Are/Am

Iqbal Is this book you are looking for? اقبال کیا یہ کتاب تم تلاش کر رہی ہو؟

Maria. Yes It is is it. یہ ہاں یہی کتاب میں تلاش کر رہی ہوں۔

Iqbal. Is Sad a reading the same book? قرآن کیا سعد یہ ہی کتاب کو پڑھ رہی ہے؟

Maria No that is different one. ہاں یہ نہیں وہ دوسری کتاب ہے۔

Iqbal Are you not going to market now? اقبال کیا تم اب بازار نہیں جا رہی ہو؟

Maria No, I am not. ہاں یہ نہیں میں جا نہیں جا رہی ہوں۔

Iqbal Is your father in Government service? قبال کیا تمہارا والد سرکاری ملازم ہیں؟

Maria: No he is a businessman. ہاں یہ نہیں میرے والد تاجر ہیں۔

Iqbal Is your brother preparing for some examination? اقبال کیا تمہارے بھائی کسی امتحان کی تیاری کر رہے ہیں؟

Maria Yes he is preparing for the P.C.S. ہاں وہ اپنی بی بی ایس کے تیاری کر رہے ہیں۔

C

Has/Have (Present Perfect Tense)

has/have + past participle

not/have not

Has/Have

Sajid Have you written any letter to Salma?

Khan Yes I have written to her

Sajid Has she replied to your letter?

Khan No she hasn't

Sajid Have you taken your meals?

Khan No, I had a heavy breakfast in the morning

Sajid Did you go to his place?

Khan No, I have yet to go

D

فعل حال میں (Present Perfect Continuous Tense) اس میں
 Have been اور Has been میں verb کی ing (1) و درم استعمال
 ہوتی ہے۔ مثلاً میں نے اس کے درمیان not اور یہ میں اس کو فخر کے شروع میں لکھتے ہیں اور وقت
 کے متغیر کے لئے since اور for استعمال کرتے ہیں

Has been/ Have been

Qasim: What have you been doing since morning?
 خالد: تم صبح سے کیا کر رہے ہو؟

Khalid: I have been reading this book since morning
 خالد: میں صبح سے یہ کتاب پڑھ رہا ہوں۔

Qasim: Has it been raining here also since yesterday?
 قاسم: کیا کل سے یہاں بھی بارش ہو رہی ہے؟

Khalid: Yes, it has been raining, but intermittently
 خالد: ہاں، ہو رہی ہے پر رُک رُک کر۔

Qasim: Has the water been boiling for long?
 قاسم: کیا پانی کافی دیر سے اُبل رہا ہے؟

Khalid: No, it has been boiling only for a little time
 خالد: نہیں، ابھی تھوڑی دیر سے ہی اُبل رہا ہے۔

Important Points

صوب ذیل جملوں کو بغور دیکھئے۔

You are writing a letter
 تم خط لکھ رہے ہو۔

You have written a letter
 تم خط لکھ چکے ہو۔

(Interrogative) جملوں میں اس طرح بدلا جاسکتا ہے۔

(Negative)

(Interrogative)

1 You are not writing a letter
 1 Are you writing a letter?

2 You have not written a letter.
 2 Have you written a letter?

are, have فعل میں بدلنے کے لئے مودوں فعل are, have کے شرع
not نورنا پڑتا ہے اسی طرح سوالیہ جملوں میں مودوں فعل are, have کے شرع
میں گئے ہیں اس طرح سے ہمیں معلوم ہو گیا کہ Present Continuous Tense اور
Present Perfect Tense میں سے تمام جملوں سے منفی اور سوالیہ جملے آسانی سے بنائے
جاسکتے ہیں۔

اب Present Indefinite Tense کی مثال دیکھتے ہیں۔

You write a letter

1- تم ایک خط لکھتے ہو۔

I read English

2- میں انگریزی پڑھتا ہوں۔

اب ان کے منفی اور سوالیہ جملوں کو دیکھئے۔

(Negative)

(Interrogative)

1 I do not write a letter

2 Do you write a letter?

3 I do not read English

4 Do I read English?

دیکھئے مذکورہ بالا جملوں میں Do ٹک سے جوڑا گیا ہے۔ اگر Tense میں Do یا

Does جوڑا گیا ہے۔ تب وہ منفی یا سوالیہ بن جاتے ہیں Do کا استعمال جمع فاعل کے ساتھ اور
Does کا واحد فاعل کے ساتھ ہوتا ہے۔

زمانہ ماضی (Past Tense)

E

فعل ماضی مطلق (Past Indefinite Tense): اس میں verb کی دوسری ذمہ استعمال
کرتے ہیں۔ سوالیہ کے لئے Did استعمال کرتے ہیں اور منفی کے لئے Did not اور verb کی پہلی
فارم استعمال کرتے ہیں۔

Did

Teacher: Did you get up

سوال کیا تم کال جلدی اٹھیں؟

early yesterday?

Has been/ Have been

Qasim: What *have* you been doing since morning?

قاسم تم سچ سے کیا کر رہے ہو؟

Khalid: I *have* been reading this book since morning

خالد: میں سچ سے یہ کتاب پڑھ رہا ہوں۔

Qasim: Has it been raining here also since yesterday?

قاسم کیا کل سے یہاں بھی بارش ہو رہی ہے؟

Khalid: Yes, it *has* been raining but intermittently

خالد ہاں، ہو رہی ہے پر زک زک کر۔

Qasim: Has the water been boiling for long?

قاسم کیا پانی کافی دیر سے ابل رہا ہے؟

Khalid: No it *has* been boiling only for a little time

خالد نہیں ابھی تھوڑی دیر سے ہی ابل رہا ہے۔

Important Points

حب ذیل جملوں کو بغور دیکھئے۔

You are writing a letter

تم خط لکھ رہے ہو۔

You have written a letter

تم خط لکھ چکے ہو۔

(Interrogative) جنوں میں اس طرح بدل جا سکتا ہے۔

(Negative)

(Interrogative)

1. You are not writing a letter,

1. Are you writing a letter?

2. You have not written a letter

2. Have you written a letter?

are, have فعل کے لئے معاون فعل میں مدد کے لئے معاون فعل are, have کے شروع کے بعد not لگایا جاتا ہے۔ اسی طرح سوائے حملوں میں معاون فعل are, have کے شروع میں آئے ہیں۔ اس طرح سے ہمیں معلوم ہو گیا کہ Present Continuous Tense اور Present Perfect Tense میں سے تمام حملوں سے منفی اور سوائے جیسے آسانی سے بنائے جاسکتے ہیں۔

Present Indefinite Tense کی مثال لیجئے۔

You write a letter

1 تم ایک خط لکھتے ہو۔

I read English

2 میں انگریزی پڑھتا ہوں۔

ہاں کے منفی اور سوائے حملوں کو دیکھئے۔

(Negative)

(Interrogative)

1 I do not write a letter

2 Do you write a letter?

3 I do not read English

4 Do I read English?

دیکھئے مذکورہ بالا جملوں میں Do ایک سے جوڑا گیا ہے۔ اگر Tense میں Do یا

Does جوڑ دیا جاتا ہے۔ تب وہ منفی یا سوائے بن جاتے ہیں Do کا استعمال جمع فاعل کے ساتھ اور Does کا واحد فاعل کے ساتھ ہوتا ہے۔

زمانہ ماضی (Past Tense)

E

فعل ماضی مطلق (Past Indefinite Tense) اس میں verb کی دوسری فارم استعمال کرتے ہیں۔ سوائے کے لئے Did استعمال کرتے ہیں اور منفی کے لئے D d not اور verb کی پہلی فارم استعمال کرتے ہیں۔

Did

Teacher: Did you get up

استہنی کیا تم کل جلدی اٹھیں؟

early yesterday?

Nadia Yes madam I got
unear.

Teacher Did you have
breakfast later?

Nadia Yes madam I did

Teacher Did Rani come to
school at noon?

Nadia No she didn't

Teacher Did you write this
essay at night?

Nadia No I didn't write it
but my brother did

F

عملی ماضی جاری (Past Continuous Tense) اس میں امدادی افعال
was/were استعمال کرتے ہیں درمضی کے لئے I wasn't I weren't
was/were شروع میں لگاتے ہیں۔ he she it was I was We e
you they کے لئے استعمال کرتے ہیں۔

Was/Were

Teacher Were you out for
shopping yesterday?

Rana Yes, sir, I was

Teacher. Were you not
reading a book while
walking?

استاذ کیا تم کل بازار گئے تھے؟

ہاں ہاں صاحب میں بار گیا تھا۔

تو کیا تم چلے چلے کرتے کتاب نہیں پڑھتے
تھے؟

Rana: Yes sir was
reading a book while
walking

ہاں ہاں صاحب میں چلتے چلتے ہی کتاب
پڑھ رہا تھا۔

Teacher: Was Sadia also
reading while walking?

استاد کیا سعدیہ بھی چلتے چلتے پڑھ رہی تھی؟

Rana: No, she was just
listening

رانا نہیں وہ صرف سن رہی تھی۔

Teacher: Was your aunt
singing at your house?

استاد کیا تمہارے گھر میں تمہاری چوٹی بھی گھڑی
تھی؟

Rana: No, it was my sister

رانا نہیں میری بہن گھڑی تھی۔

Kashif: Were you studying
English?

کاشف کیا تم انگلش پڑھ رہے تھے؟

Saeed: Yes, we were
earning English.

سعید ہاں ہم انگلش سیکھ رہے تھے۔

G

نعل ماضی مکمل (Past Perfect Tense) اس میں امدادی فعل had کو استعمال کرتے
ہیں ماضی میں had not اور سوا یہ میں had کو تترے کے شروع میں لگاتے ہیں۔

Had

Kamal: Had you not gone
to cinema?

کمال کیا تم سینما نہیں گئے تھے؟

Sofia: No I had not.

صوفیہ نہیں میں سینما نہیں گیا۔

Rana: Had he closed the
shop?

رانا آیا وہ دکان بند کر چکا تھا؟

Sadia: Yes, he had

ہاں یہ وہ دکان بند کر چکا تھا۔

Rana: Had he not met you
till yesterday?

رنا: یہ وہ تک نہیں ملا تھا؟

Sadia No, he hadn't

نہیں، وہ تک مجھے نہیں ملا تھا
رنا: یہ تو مل جیتے نہیں گئے تھے؟

Rana: Had you not gone to
play yesterday?

سید: نہیں میں کل کھیلے نہیں گیا تھا۔

Saeed. No I had not gone
to play yesterday

H

فعل ماضی مکمل جاری (Past Perfect Continuous Tense) اس میں اے ادی
فعل Had been استعمال کرتے ہیں اور verb کی ng کی فارم استعمال کرتے ہیں۔ منفی کے
لئے had not been اور سوالیہ میں had فقرہ کے شروع میں لگاتے ہیں اور اوقات کی مدت بتانے
کے لئے for اور since استعمال کرتے ہیں۔

Had been

Rafiq: Had you been
studying for last two hours
yesterday?

رفیق: کیا تم کل پچھلے دو گھنٹے سے پڑھ رہے
تھے؟

Attiq: Yes because I had
been planning to watch a
movie after finishing my
work

عتیق: ہاں کیونکہ میں اپنا کام ختم کر کے فلم
دیکھنے کا ارادہ کر رہا تھا۔

Rafiq: But, why Atif also
had been studying with
you?

رفیق: لیکن تمہارے ساتھ عاطف بھی کیوں پڑھ
رہا تھا؟

Attiq: Because, he had also been insisting on going with me for the film

حقیق کیوں کہ وہ بھی میرے ساتھ جانا چاہتے تھے۔
میں نے ان کو ساتھ لے کر فلم کے لیے

Rafiq: But, your mother was saying that you had been planning to go out with some friends.

رفیق: مگر تمہاری والدہ صاحبہ تو کہہ رہی تھیں کہ تم
کچھ دوستوں کے ساتھ گھومتے کا یہ کہہ رہے
تھے۔

Attiq: Yes, previously we had been planning something of the sort but later we changed our programme

حقیق: ہاں پہلے ہم ایسی ہی کچھ سوچ رہے تھے مگر
بعد میں پروگرام بدل گیا۔

Important Points

بہم Past Tense کے سب جملوں سے متنی اور سوالیہ جملے بنا سکتے ہیں۔ اس کا طریقہ وہی ہے جو پہلے بیان کیا جا چکا ہے۔ Past Indefinite Tense میں did معاون فعل بڑھایا جاتا ہے۔

Past Continuous Tense میں was, were اور Past Perfect Tense میں had کے بعد متنی جملوں میں not بڑھ جاتا ہے۔ اسی طرح سوالیہ جملوں میں ہیں معاون فعل had, did, was, were جملوں میں سب سے پہلے استعمال کئے جاتے ہیں۔ مثلاً

Affir: I ate bread and butter میں نے ذیل روٹی اور مکھن کھایا۔

Neg: I did not eat bread and butter. Int: Did I eat bread and butter?

تم ایک کتاب پڑھ رہے تھے۔
Affir You were reading a book

Were you reading a book?
Neg You were not reading a book

تم ایک کتاب پڑھ چکے تھے۔
Affir You had read a book

Had you read a book?
Neg You had not read a book

تم دو گھنٹے سے کتاب پڑھ رہے تھے۔
Affir You had been reading a book since two hours

Had you been reading a book since two hours?
Neg: You had not been reading a book since two hours

زمانہ مستقبل (Future Tense)

(1) فعل مستقبل مطلق (Future indefinite Tense) اس میں ابدی فعل will/shall استعمال کرتے ہیں اور مکمل کے لئے shall/will کے ساتھ لگاتے ہیں تاکہ سوایہ میں will/shall فقرہ کے شروع میں لگاتے ہیں اور نہ will/shall کے ساتھ استعمال کرتے ہیں جبکہ will کو we, he, she, it, they کے لئے لگاتے ہیں۔
Shall/Will

Rashid: Will you play?

راشد کیا تم کھیلو گے؟

Atif: No, I won't

عاطف نہیں، میں نہیں کھیوں گا۔

Rashid: Will you come tomorrow?

راشد کیا تم کل آؤ گے؟

Atif: Yes I'll come

Rashid: Will you stay here tonight?

Atif: No I'll go back

Rashid: Will you see Rana on Friday?

Atif: No I'll wait for you at home

د

(Future Continuous Tense) میں امر اور کی فعل will
be/sha be استعمال ہوتے ہیں۔
not اور اس کے بعد be ہوتے ہیں اور shal اور
shall be/Will be

Nadeem: Will you be in the train at this time tomorrow?

Sohail: Yes I'll be there

Nadeem: Will you be playing football at 5 o'clock?

Sohail: Yes of course we'll be

Nadeem: Shall we be coming to Lahore again and again?

Soha: No we won't be

ہم نہیں ہوں گے۔

K

(Future Perfect Tense)
 have/ shall have
 will have/ not

Shall have/Will have

Sadia: Will she have gone?

کیا وہ جا چکی ہوگی؟

Rabia: No she won't

نہیں وہ نہیں جا چکی ہوگی۔

Sadia: Will you be back from Milan, next month?

کیا آپ واپس آئیں گے مل سے اگلے مہینے؟

Rabia: Yes I will

جی ہاں میں آؤں گی۔

Safia: You will be here

آپ یہاں آئیں گے۔

Sadia: Yes I will

جی ہاں میں آؤں گی۔

Sadia: Will you be here

آپ یہاں آئیں گے۔

passed tenth class examination by the next year?

کیا آپ دسویں کی امتحان پاس کریں گے اگلے سال؟

Rabia: Yes I should have passed it by that time

جہاں تک آپ تک سے وہاں تک ہو گی۔

Sadia: Will the elections be over by March?

سعدیہ: کیا انتخابات مارچ تک مکمل ہوں گے؟

Rabia: Yes the elections will have completed by March,

راویہ: ہاں انتخابات مارچ تک مکمل ہوں گے۔

Sadia: Will your brother have returned from Canada?

سعدیہ: کیا تمہارا بھائی یہاں سے لوٹ آیا؟

Rabia: No, he would not have

نہیں، وہ لوٹ نہیں آئے۔

[]

Future Perfect Continuous

4. حال مستقبل میں رہا ہوگا

will/shall + have been + V-ing

ہوں گی / ہوں گے + have been + فعل

will/shall + have been + V-ing

have کے بعد not لگاتے ہیں

for, since

ہیں۔ وerb کی ing والی قلم

تقریباً لگاتے ہیں۔

Shall have been

Bashara: Will you have

بشارت: کیا تم کل اس وقت سوئے ہو گے؟

been sleeping tomorrow at

this time?

Naveed: No, probably I *shall have been studying* at this time? وہ یکن شاید میں اس وقت پڑھ رہا ہوں گا؟

Basharat: And, what will your brother, Sajid have been doing? شارت اور تمہارا بھائی 'ساجد' کیا کر رہا ہوگا؟

Naveed: He *will have been* preparing to leave for Lahore. لایہ وہ لاہور جانے کی تیاری کر رہا ہوگا۔

Basharat: Will the policeman have been interrogating the pick-pocket at this time? ثارت کیا اس وقت سپاہی جیب کترے سے چرتا چپہ کر رہا ہوگا؟

Naveed: No, he *will have been* on his round. وہ نہیں وہ شست کر رہا ہوگا۔

Important Points

اس نمونوں پر غور کیجئے (B) He will not play (A) I shall not pay
پٹ سے میں "ا" آئی کے ساتھ sha "یا ہے" اور دوسرے حصے میں ہی "He" کے ساتھ will آئی ہے۔ یہ عام زمانہ مستقبل کے فعل کو ظاہر کرتے ہیں۔ اصول یہ ہے کہ عام طور پر He, She, It, All, They وغیرہ اور you کے ساتھ will کا استعمال کیا جاتا ہے۔ We اے کے ساتھ shall کا استعمال کیا جاتا ہے۔

لیکن اگر We اے کے ساتھ will کا اور He, She, You, They وغیرہ کے ساتھ shall کا استعمال ہوتا ہے۔ تو وہاں کے ارادے کا مطلب لکھا ہے۔ جیسے I will not play (1)
You shall not return tomorrow (2) ان نمونوں کا مطلب اس طرح ہے۔ ()

Change of Voice

فعل معروف (Active Voice) سے فعل مجہول (Passive Voice) میں بدلتے وقت مندرجہ ذیل باتوں کا خیال رکھیں۔

- 1- ویسے تو تمام بارہ کے بارہ Tenses کے Passive Voice نفس میں یکساں ملاحظہ پر تو Tenses کے فعل مجہول (Passive Voice) کے حالت ہیں۔ یعنی Passive Voice — Perfect Continuous میں آتا ہے۔
 - 2- Passive Voice میں پیش فعل کی تیسری صورتوں میں آتا ہے۔
 - 3- تمام فعلوں میں مدد کی فعل مدد سے ... ہونا ہوتا ہے۔
 - 4- اگر doer کا ذکر کرنا ہوگا by کا کر حصے کے آگے لگاتے ہیں۔
 - 5- اگر doer (فاعل) Pronoun (موصولی صیغوں کے ساتھ) ہوتے ہیں۔
- ذیل میں مثالوں سے ہر Tense کی ایک ایک وضاحت کی گئی ہے تاکہ آپ کو اس کی پہچان میں کوئی دشواری نہ ہو۔

1. Indefinite Tense

Active:	He writes a letter	(Present)
Passive:	A letter is written by him	
Active:	He wrote a letter	(Past)
Passive:	A letter was written by him	
Active:	He will write a letter	(Future)
Passive:	A letter will be written by him	

2. Continuous Tense

Active:	He is writing a letter	(Present)
Passive:	A letter is being written by him	
Active:	He was writing a letter	(Past)
Passive:	A letter was being written by him	
Active:	He will be writing a letter	(Future)

passive A letter will be being written by him

3. Perfect Tense

Active: He has written a letter (Present)

passive A letter has been written by him

Active: He had written a letter (Past)

Passive: A letter had been written by him

Active: He will have written a letter (Future)

Passive: A letter will have been written by him

یاد رکھیں:

Voce مدد لئے کے سے جی و مل کی حد مسوں نوم لئے کے لئے دو چیزوں کا خیاں ہو

اشد ضروری ہے۔

(1) کبھی جملے میں و مل کو مسوں، مسوں کو و مل یا دیا جاتا ہے۔ جیسے عاطف (ذیل)۔

آصف کو مارا۔ At f hit As f فعل متعدی میں یہ ہو جاتا گا۔ آصف، عاطف کے

ذرا پیہ مار گیا۔ Asif was killed by Alif

(2) فعل کی شکل بدلتی ہے۔ جیسی کی جیسی زمانہ (Tense) میں اس کا فعل Participle

میں بدلتا جاتا ہے جیسے do, doing, done وغیرہ سے بدلتا کر done جاتا گا۔ اور دوسرے

اس کے ساتھ ایک معادل فعل s, was, be, has been وغیرہ لگا دیا جاتا ہے۔

ذیل میں Tenses کے دو سے فعل معروف (Active Voice) کو فعل

مجهول (Passive Voice) میں بدلتے کی مثالیں دی گئی ہیں۔

1. Present Indefinite Tense

فعل ہے am / are / is اور پھر مل کی تیسری درجہ ہو لگائے سے۔ مثال

Active. She helps the poor.

Passive: The poor are helped by her

Active: He likes mangoes.

Passive: Mangoes are liked by him

Active: He makes tea

Passive: Tea is made by him

Active: She invites me.

Passive: I am invited by her

Active: She does not tell me

Passive: I am not told by her

Active: Do I post her the letter?

Passive: Is the letter posted her by me?

2. Past Indefinite Tense

فعل کے بعد was/were اور پھر فعل کی تیسری فارم لگانے سے۔ مثلاً

Active: We took food

Passive: Food was taken by us

Active: She washed the car

Passive: The car was washed by her

Active: Sohail bought books

Passive: Books were bought by Sohail

Active: He washed clothes

Passive: Clothes were washed by him

Active: They did not see a tiger

Passive: A tiger was not seen by them

Active: Did I eat mangoes?

Passive: Were mangoes eaten by me?

3. Future Indefinite Tense

ہمیشہ کے بعد shall be/will be اور اس کے بعد فعل کی تیسری فارم لگاتے ہیں۔ مثلاً

Active: He will take tea

Passive: Will be taken by him

Active: We shall read the newspapers

Passive: The newspaper will be read by us

Active: She will write a letter

Passive: A letter will be written by her

Active: She will help me.

Passive: I shall be helped by her

Active: We shall not build a house

Passive: A house will not be built by us

Active: Who will play cricket

Passive: By whom will cricket be played?

4. Present Continuous Tense

دہل کے بعد is/are/am کے بعد be ng اور پھر فعل کی تیسری ذمہ گاتے ہیں۔ مثلاً

Active: He is playing chess.

Passive: Chess is being played by him

Active: He is doing his work

Passive: His work is being done by him

Active: Huma is washing dishes

Passive: Dishes are being washed by Huma

Active: She is inviting me.

Passive: I am being invited by her

Active: They are not taking tea

Passive: Tea is not being taken by them

Active: Why are they knocking at the door?

Passive: Why is the door being knocked at by them?

5. Past Continuous Tense

دہل کے بعد was/were کے بعد being اور پھر فعل کی تیسری ذمہ گاتے ہیں۔ مثلاً

Active: She was making tea

Passive: Tea was being made by her

Active: He was writing a letter.

Passive: A letter was being written by him

Active: Atif was taking tea

Passive: Tea was being taken by Atif

Active: We were playing cricket

Passive: Cricket was being played by us

Active: She was eating apples.

Passive Apples were not being eaten by her

Active Was Sohan telling a lie

Passive Was a lie being told by Sohan?

6. Future Continuous Tense

فعل کے بعد will shall کے being در پھر فعل کی تیسری فارم لگائی جائے گی۔ مثلاً

Active They will be writing a letter

Passive A letter will be being written by them

Active We shall be reading the books

Passive The books will be being read by us

Active: Atif will be taking tea

Passive: Tea will be being taken by Atif

Active: He will be telling a lie

Passive: A lie will be being told by him

7. Present Perfect Tense

فعل کے بعد has/have been اور پھر فعل کی تیسری فارم لگائی جائے گی۔ مثلاً

Active: He has done his work

Passive: His work has been done by him

Active: Atif has eaten rice

Passive: Rice has been eaten by Atif

Active: He has taken tea

Passive: Tea has been taken by him

Active: I have helped him

Passive: He has been helped by me

Active: Umar has not shut the door

Passive: The door has not been shut by Umar

Active: How have you started the car?

Passive: How has the car been started by you?

8. Past Perfect Tense

فعل کے بعد had been اور پھر فعل کی تیسری فارم لگائی جائے گی۔ مثلاً

Active: I had invited my friend

Passive: My friend had been invited by me

Active: We had told him.

Passive: He had been told by us

Active: Kashif had taken tea

Passive: Tea had been taken by Kashif

Active: Aisha had made food

Passive: Food had been made by Aisha

Active: They had not done their work

Passive: Their work had not been done by them

Active: Why had he beaten her?

Passive: Why had she been beaten by him?

9. Future Perfect Tense

shall have been / will have been

Active: They will have taken food

Passive: Food will have been taken by them

Active: He shall have bought apples

Passive: Apples will have been bought by him

Active: She will have taken tea.

Passive: Tea will have been taken by her

Active: We will have finished work

Passive: Work will have been finished by us

Active: They shall not have played cricket

Passive: Cricket will not have been played by them

Active: We have cleaned the rooms?

Passive: Will the rooms have been cleaned by him?

Passive Voice کے Tenses

Indefinite

S + is/are/am + V (I) + O (Present)

S + was/were + V (II) + O. (Past)

S + will be/shall be + V (I) + O (Future)

Progressive

S + is/are/am + being + V (I) + O (Present)

S + was/were + being + V (II) + O (Past)

S + shall/will + be + being + V (I) + O (Future)

Perfect

S + have/has + been + V (II) + O (Present)

S + had + been + V (I) + O (Past)

S + shall/will + have + been + V (II) + O (Future)

Perfect Progressive

S + have/has + been being + V (II) + since/for + point of time/period of time (Present)

S + had + been being + V (III) + since/for + point of time/period of time (Past)

S + shall/will + have been being + V (II) + since/for + point of time/period of time (Future)

Explanation

درج بالا درمولوں میں S یعنی دُعا (subject) سے مراد وہ لفظ ہے جس کا موضوع ہوا

سے کیونکہ Passive Voice میں Active Voice کے Object کو دُعا بنا رہا ہوتا ہے

کرتے ہیں گرجی Active Voice میں، مشتق ہوں یعنی ایک جاندار اور دوسرا بے جان تو آپ جاننا کہ Passive Voice کا فعل بنا میں۔

Passive Voice کا کول بھی جملہ موصوف میں اصل فعل کی تیسری فارم استعمال ہوتی ہے۔ Tense بدلتے وقت ہم تیسری فارم کو نہیں جیمہ اجاتا بلکہ صرف اعدادی فعل کو بدلتے ہیں۔

(1) فعل کے بعد I / am / are / s کے بعد اگر فعل کی تیسری فارم ہو تو یہ Present Passive Voice کا Indefinite جملہ ہوتا ہے۔

(2) فعل کے بعد was / were کے بعد اگر فعل کی تیسری فارم ہو تو یہ Past Passive Voice کا Indefinite جملہ ہوتا ہے۔

(3) فعل کے بعد I / will / shal کے بعد اگر پھر فعل کی تیسری فارم ہو تو یہ Future Passive Voice کا Indefinite جملہ ہوتا ہے۔

(4) فعل کے بعد I / am / are / s کے بعد being اور پھر فعل کی تیسری فارم ہو تو یہ Present Progressive Passive Voice کا جملہ ہوتا ہے۔

(5) فعل کے بعد was / were کے بعد being اور پھر فعل کی تیسری فارم ہو تو یہ Past Progressive Passive Voice کا جملہ ہوتا ہے۔

(6) فعل کے بعد I / will / shal کے بعد being اور پھر فعل کی تیسری فارم ہو تو یہ Future Progressive Passive Voice کا جملہ ہوتا ہے۔

(7) فاعل کے بعد I / has / have کے بعد been اور پھر فعل کی تیسری فارم ہو تو یہ Present Perfect Passive Voice کا جملہ ہوتا ہے۔

(8) فعل کے بعد I / had کے بعد been اور پھر فعل کی تیسری فارم ہو تو یہ Past Perfect Passive Voice کا جملہ ہوتا ہے۔

(9) فاعل کے بعد I / will / shal کے بعد have been اور پھر فعل کی تیسری فارم ہو تو یہ Future Perfect Passive Voice کا جملہ ہوتا ہے۔

نوٹ اگرچہ Perfect Progressive Passive Voice کا استعمال بہت ہی نایاب ہے لیکن گرامر کی رو سے یہ ممکن جملے ہیں۔



How to Identify Passive Voice Sentence?

ب مندرجہ ذیل جملوں کو غور سے پڑھیں کہ Passive Voice اردو کے جملوں کی کیا پہچان ہے اور سے انگریزی میں کس طرح لکھتے ہیں۔ یہ جیسے بہت ہی آسان سوچائیں گے اگر آپ یہ نوٹ کریں کہ جملوں میں تبدیلی کس طرح کی جاتی ہے۔ یہ وہ فعل کی اصل حالت کو تبدیل نہیں صرف Tense میں امدادی فعل کو تبدیل کرنے سے یا Tense اور نیا بند کر دیتا ہے۔ آپ اسی ترتیب سے جیسے خود ہونے کی کوشش کیجئے۔ کیونکہ پہلے تین جیسے Indefinite کے ہیں۔ پھر تین جیسے Progressive کے ہیں اور پھر تین جیسے Perfect کے ہیں۔

مندرجہ ذیل میں اردو اور انگریزی میں تمام Tenses کے Passive Voice کی پہچان کی خاطر مختلف مثالیں دی گئی ہیں تاکہ آپ کی اچھی طرح سے مشق اور پہچان ہو سکے۔

Example (i)

We are invited	ہمیں دعوت دی جاتی ہے۔
We were invited	ہمیں دعوت دی گئی۔
We shall be invited	ہمیں دعوت دی جائے گی۔
We are being invited	ہمیں دعوت دی جا رہی ہے۔
We were being invited	ہمیں دعوت دی جا رہی تھی۔
We shall be being invited	ہمیں دعوت دی جا رہی ہوگی۔
We have been invited	ہمیں دعوت دی جا چکی ہے۔
We had been invited	ہمیں دعوت دی جا چکی تھی۔
We shall have been invited.	ہمیں دعوت دی جا چکی ہوگی۔

Example (ii)

اسی طرح مندرجہ بالا مثال پر غور کریں

Atif is helped	عاطف کی مدد کی جاتی ہے۔
Atif was helped	عاطف کی مدد کی گئی۔
Atif will be helped	عاطف کی مدد کی جائے گی۔
Atif is being helped	عاطف کی مدد کی جا رہی ہے۔
Atif was being helped	عاطف کی مدد کی جا رہی تھی۔
Atif will be being helped	عاطف کی مدد کی جا رہی ہوگی۔
Atif has been helped	عاطف کی مدد ہو چکی ہے۔
Atif had been helped	عاطف کی مدد ہو چکی تھی۔
Atif will have been helped	عاطف کی مدد ہو چکی ہوگی۔

Example (iii)

We are waited for	ہمارا انتظار کیا جاتا ہے۔
We were waited for.	ہمارا انتظار کیا گیا۔
We shall waited for	ہمارا انتظار کیا جائے گا۔
We are being waited for	ہمارا انتظار کیا جا رہا ہے۔
We were being waited for	ہمارا انتظار کیا جا رہا تھا۔
We shall be being waited for	ہمارا انتظار کیا جا رہا ہوگا۔
We have been waited for	ہمارا انتظار کیا گیا ہے۔
We had been waited for	ہمارا انتظار کیا جا چکا تھا۔
We shall have been waited for.	ہمارا انتظار کیا جا چکا ہوگا۔



How to change Active Voice into Passive Voice

ہم پہلے تفصیل سے یہ سمجھ چکے ہیں کہ Active Voice کے حصوں کے Passive Voice میں کیسے تبدیل کیا جاتا ہے۔ یہ اس نذر میں سہولت کے لیے ہے۔

Example (i)

Active: He like mangoes.

Passive: Mangoes are liked by him

Active: I make tea.

Passive: Tea is made by me

Active: She invites me.

Passive: I am invited by her

Active: Atif does not tell me

Passive: I am not told by Atif

Active: Does he post the letter?

Passive: Is the letter posted by him?

Active: Zubair washed the car

Passive: The car is washed by Zubair

Active: We did not see tiger

Passive: A tiger was not seen by us

Active: Did Atif eat mangoes?

Passive: Were mangoes eaten by Atif?

Active: Aisha bought books

Passive: Books were bought by Aisha

Active: Huma washed the clothes

Passive: Clothes were washed by Huma

Active: We shall read the newspapers.

Passive: The newspapers will be read by us

Active: I shall write him a letter

Passive: A letter will be written him by me

Active: Anwar will help me

Passive: I shall be helped by Anwar

Active: He will not build a house

Passive: A house will not be built by him

Active: He is doing my work

Passive: My work is being done by him

Active: Who will play cricket?

Passive: By whom will cricket be played?

Active: They are not taking tea

Passive: Tea is not being taken by them

Active: Why are you knocking at his door?

Passive: Why is his door being knocked by you?

Active: He is washing dishes

Passive: Dishes are being washed by him

Active: She is inviting me

Passive: I am being invited by her

Active: I was writing a letter

Passive: A letter was being written by me

Active: She was taking tea

Passive: Tea was being taken by her

Active: We were playing cricket

Passive: Cricket was being played by us

Active: Atif was not eating apples

Passive: Apples were not being eaten by Atif

Active: Were he telling a lie?

Passive: Was a lie being told by him?

Active: He had eaten rice.

Passive: Rice had been eaten by him

Active: Akbar had taken tea.

Passive: Tea had been taken by Akbar

Active: I have helped Atif.

Passive: Atif has been helped by me

Active: Umar had not shut the door

Passive: The door had not been shut by Umar

Active: How had he started the car?

Passive: How had the car been started by him?

Active: I had told him.

Passive: He had been told by me.

Active: Akbar had taken tea

Passive: Tea had been taken by Akbar

Active: Aisha had made food

Passive: Food had been made by Aisha

Active: We had not done our work.

Passive: Our work had not been done by us

Active: Why had you beaten him?

Passive: Why had he been beaten by you?

Active: I shall have bought apples

Passive: Apples will have been bought by me

Active: He will have taken tea

Passive: Tea will have been taken by him

Active: They will have finished work

Passive: Work will have been finished by them

Active: We shall not have played cricket

Passive: Cricket will not have been played by us

Active: Will she have cleaned the table?

Passive: Will the table have been cleaned by her?

Active: Adeen learns his lesson.

Passive: Lesson is learnt by Adeen

Active: We love Pakistan

Passive: Pakistan is loved by us

Active: Adeen bought a pen

Passive: A pen was bought by Adeen

Active: He is washing clothes

Passive: Clothes are being washed by him

- Active** We were doing sums
Passive Sums were being done by us
Active: I has eaten rice
Passive: Rice has been eaten by me
Active: Aqeel has broken a glass
Passive: A glass has been broken by Aqeel
Active: The teacher will teach us the lesson
Passive: The lesson will be taught us by the teacher
Active: She will be doing my work
Passive: My work will be being done by her
Active: She will have helped me
Passive: I shall have been helped by her
Active: I am doing his work
Passive: His work is being done by me
Active: He helps me.
Passive: I am helped by him
Active: She took tea
Passive: Tea was taken by her
Active: Akbar drives the car
Passive: The car is driven by Akbar
Active: We have won the match
Passive: The match has been done by us
Active: She will make cake
Passive: Cake will be made by her
Active: I had written a letter
Passive: A letter had been written by me
Active: I beat him.
Passive: He was beaten by me
Active: He will be repairing T V
Passive: T V will be being repaired by him
Active: They inform us.

Passive: We are informed by them

Active: All the boys like him

Passive: He is liked by all the boys

Active: Mr. Bilal taught us

Passive: We were taught by Mr. Bilal

Active: A dog has bitten the boys

Passive: The boys have been bitten by a dog

Active: She eats mangoes

Passive: Mangoes are eaten by her

Active: Atif made century

Passive: Century was made by Atif

Active: They do not help us.

Passive: We are not helped by them

Active: Do you like mangoes?

Passive: Are mangoes liked by you?

Active: Why does he tell her?

Passive: Why is she told by him?

Active: He has sold his house

Passive: His house has been sold by him

Active: He took tea

Passive: Tea was taken by him

Active: Who stole my pen?

Passive: By whom my pen was stolen?

Active: Why did you invite him?

Passive: Why was he invited by you?

Active: They are playing cards

Passive: Cards are being played by them

Active: I shall invite her to dinner

Passive: She will be invited to dinner by me

Active: Atif was teaching us

Passive: We were being taught by Atif



Active: Huma will not do it carefully

Passive: It will not be done carefully by Huma

Active: He was lighting the fire.

Passive: The fire was being lighted by him

Active: Help him, in this matter

Passive: He should be helped in this matter

Active: Did you ring the bell?

Passive: Was the bell rung by you?

Active: We picked flowers.

Passive: Flowers were picked by us.

Active: Why did the teacher punish us?

Passive: Why were we punished by the teacher

Active: Let him write a letter

Passive: Let the letter be written by him

Active: The police arrested him

Passive: He was arrested by the police

Active: The flood damaged the crops

Passive: The crops were damaged by the flood

Active: The peon will ring the bell

Passive: The bell will be rung by the peon

Active: He will not do this work

Passive: This work will not be done by him

Active: The girls are singing a song

Passive: A song is being sung by the girls

Active: Was he driving a bus?

Passive: Was a bus being driven by him?

Active: Who winds the watch?

Passive: By whom the watch is wound?

Active: Let them play cricket

Passive: Let the cricket be played by them

Active: Will you light the lamp?

Passive: Will the lamp be lighted by you?

Active: I look after the house

Passive: The house is looked after by me

Active: Who teaches English?

Passive: By whom is English taught?

Active: She cannot do this sum

Passive: This sum cannot be done by her

Active: Does he say his prayers?

Passive: Are his prayers said by him?

Active: She has done her work

Passive: Her work has been done by her

Active: Akbar set up a factory

Passive: A factory was set up by Akbar

Active: Do you laugh at me?

Passive: Am I laughed at by you?

Active: Atif married a poor girl

Passive: A poor girl was married by Atif

Active: Atif helped me

Passive: I was helped by Atif

Active: Who will teach me?

Passive: By whom will I be taught?

Active: Who solved these sum?

Passive: By whom will these sum be solved?

Active: When does he ring the bell?

Passive: When is the bell rung by him?

Active: Where do we play the game?

Passive: Where is the game played by us?

Active: Why was he writing a letter?

Passive: Why was a letter being written by him?

Active: I had told him

Passive: He had been told by me

Active: He learns his lesson

Passive: His lesson is learnt by him

Active: We love Pakistan

Passive: Pakistan is loved by us

Active: He bought a pen.

Passive: A pen was bought by him

Active: She was washing clothes

Passive: Clothes were being washed by her

Active: They are doing sums.

Passive: Sums are being done by them

Active: We had eaten rice

Passive: Rice had been eaten by us

Active: He had broken a glass

Passive: A glass had been broken by him

Active: The teacher will teach us the lesson

Passive: The lesson will be taught us by the teacher

Active: He will be doing my work

Passive: My work will be being done by him

Active: She will have helped me.

Passive: I shall have been helped by her

Active: She is doing her work.

Passive: Her work is being done by her

Active: She helps me.

Passive: I am helped by her.

Active: Atif took tea.

Passive: Tea was taken by Atif.

Active: Manzoor drives the car.

Passive: The car is driven by Manzoor

Active: Our team had won the match

Passive: The match had been won by our team

Active: Huma will make cake.

Passive: Cake will be made by Huma

Active: Atif had written a letter

Passive: A letter had been written by Atif

Active: Adeen beat him

Passive: He was beaten by Adeen

Active: Zubair will be repairing T V

Passive: T V will be being repaired by Zubair

Active: Usman inform us

Passive: We are informed by Usman

Active: All the boys like Amjad

Passive: Amjad is liked by all the boys

Active: A dog has bitten him

Passive: He has been bitten by a dog

Active: Manzoor made century

Passive: Century was made by Manzoor

Active: Does Khurram like mangoes?

Passive: Are mangoes liked by Khurram?

Active: Fa sal has sold his house

Passive: His house has been sold by Fa sal

Active: She took tea

Passive: Tea was taken by her

Active: Why did you invite Kran?

Passive: Why was Kran invited by you?

Active: I shall invite her to dinner

Passive: She shall be invited to dinner by me

Active: Kran will not be invited by

Passive: It will not be invited by Kran

Active: He was lighting the fire

Passive: The fire was being lightened by him

Active: Did you ring the bell?

Passive: Was the bell rung by you?



Active: Why did the teacher punish us?

Passive: Why were we punished by the teacher?

Active: The police arrested him.

Passive: He was arrested by the police.

Active: The peon will ring the bell.

Passive: The bell will be rung by the peon.

Active: The girls were singing a song.

Passive: A song was being sung by the girls.

Active: Is he driving a bus?

Passive: Is a bus being driven by him?

Active: Let us play cricket.

Passive: Let the cricket be played by us.

Active: He looked after the house.

Passive: The house was looked after by him.

Active: He cannot do this sum.

Passive: This sum cannot be done by him.

Active: I wind the clock.

Passive: The clock was wound by me.

Active: I lend him my camera.

Passive: He is lent my camera by me.

Active: Atif married a poor girl.

Passive: A poor girl was married by Atif.

Active: Who will teach us?

Passive: By whom will we be taught?

Active: When does he ring the bell?

Passive: When is the bell rung by him?

Active: Why is he writing a letter?

Passive: Why is a letter being written by him?

Active: Mr. Khurram taught us.

Passive: We were taught by Mr. Khurram.

Active: She eats mangoes.

Passive: Mangoes are eaten by her

Active: They do not help us.

Passive: We are not helped by them

Active: Why does he tell her?

Passive: Why is she told by him?

Active: She knits sweaters

Passive: Sweaters are knitted by her

Active: Who stole my pen?

Passive: By whom was my pen stolen?

Active: They were playing cards

Passive: Cards were being played by them

Active: He is teaching us

Passive: We are being taught by him

Active: I do not waste my time

Passive: My time is not wasted by me

Active: He solved this matter.

Passive: This matter was solved by him

Active: We pick the flowers

Passive: Flowers are picked by us

Active: Let him write the letter

Passive: Let the letter be written by him

Active: The flood damaged the crops

Passive: The crops were damaged by the flood

Active: He will not do this work

Passive: This work will not be done by him

Active: He has sold all the mangoes

Passive: All the mangoes have been sold by him

Active: Will you switch on the lamp?

Passive: Will the lamp be switched on by you?

Active: Who teaches Urdu?

Passive: By whom is Urdu taught?



Active: Do you say your prayers?

Passive: Are your prayers said by you?

Active: Faisal sets up a factory

Passive: A factory is set up by Faisal

Active: Do you laugh at me?

Passive: Am I laughed at by you?

Active: I helped Huma

Passive: Huma was helped by me.

Active: Who solved the sum?

Passive: By whom was the sum solved?

Active: Where do they play the game?

Passive: Where is the game played by them?

Active: I have told him

Passive: He has been told by me

Active: I drink milk

Passive: Milk is drunk by me

Active: We take exercise early in the morning

Passive: Exercise is taken by us early in the morning

Active: He does not like these shoes

Passive: These shoes are not liked by him

Active: We do not waste our time

Passive: Our time is not wasted by us

Active: Who rang the bell?

Passive: By whom was the bell rung?

Active: Good children always speak the truth

Passive: The truth is always spoken by good children

Active: Atif often deceives him

Passive: He is often deceived by Atif

Active: Atif obeys his parents.

Passive: His parents is obeyed by Atif

Active: Does she know your name?



- Passive Is your name known by her?
- Active Everybody can do everything
- Passive Everything can be done by everybody
- Active Bial was speaking truth
- Passive Truth was being spoken by Bial
- Active Akhtar was doing his work
- Passive His work was being done by Akhtar
- Active Who was calling you?
- Passive By whom were you being called?
- Active What was biting you?
- Passive What were you being bitten?
- Active He will take tea tomorrow
- Passive Tea will be taken by him tomorrow
- Active She was not taking meal
- Passive Meal was not being taken by her
- Active The baby was asking for milk
- Passive Milk was being asked for by the baby
- Active We shall learn our lesson by heart
- Passive Our lesson will be learnt by heart by us
- Active You had ruined me
- Passive I had been ruined by you
- Active God will help us.
- Passive We shall be helped by God
- Active He knocks at the door
- Passive The door is knocked at by him
- Active I do not fool Sobia
- Passive Sobia is not fooled by me



Direct & Indirect Narration

Narration :- کسی چیز کے بارے میں کسی شخص کو بتانے کی بات کہنا ہے۔

1. Direct Narration :- کسی شخص کے منہ سے نکلتی بات کو براہ راست Direct Narration کہتے ہیں۔

2. Indirect Narration :- کسی شخص کے منہ سے نکلتی بات کو دوسرے شخص کے منہ سے کہنا Indirect Narration کہلاتا ہے۔

e.g Direct - He said to me "I want new clothes"
Indirect - He told me that he wanted new clothes

(1) Inverted Commas :- کسی شخص کے منہ سے نکلتی بات کو براہ راست کہتے ہیں۔
Inverted Commas استعمال کرتے ہیں۔

2. Reporting Speech :- یہاں جس شخص نے کہا وہی Reporting speech کہتے ہیں۔
Commas سے براہ راست کہنے والے Reporting speech کہتے ہیں۔
مثلاً میں نے کہا I said to him Reporting speech کہتے ہیں۔

(3) Reported Speech :- یہاں جس شخص نے کہا وہی Reported speech کہتے ہیں۔
Commas میں لکھا جاتا ہے۔
Reported speech کہتے ہیں جس شخص نے کہا وہی Reported speech کہتے ہیں۔
مثلاً میں نے کہا I want new clothes کو Reported speech کہتے ہیں۔
Reported speech کو Direct speech بھی کہتے ہیں۔

(4) Reporting Verb :- Inverted Commas سے براہ راست کہنے والے Reporting Verb کہتے ہیں۔
Commas (Reporting speech) میں استعمال ہونے والے Verb کو ہم Reporting Verb کہتے ہیں۔ مثلاً said۔

(5) Reported Verb :- Inverted Commas میں لکھے جانے والے Verb کو ہم Reporting Verb کہتے ہیں۔
مثلاً want۔

نوٹ :- Inverted Commas کے اندر اور باہر والے حصے کو ملائے کے لئے Direct Speech سے پہلے comma (,) ڈالنا پڑتا ہے۔ مثلاً میں نے کہا me کے بعد Comma ()

Direct Narration کی Indirect Narration میں تبدیلی -

Direct سے Indirect میں تبدیلی کرنے وقت تین قسم کی تبدیلیاں کی جاتی ہیں۔

(1) Change in Pronouns (اسم صہار میں تبدیلی)

(2) Change in Tenses (زمانہ میں تبدیلی)

(3) Change in Words (صط میں تبدیلی)

(1) Change in Pronouns (اسم صہار میں تبدیلی) -

(1) inverted Commas کے غور سے I اور We my (mine) me تبدیل کریں گے۔

as ours میں نہیں آتے Commas کے بعد اسے اپنے جگہ میں (subject) کے مطابق

تبدیل کریں گے۔ e.g.

Direct - He says to me, "It is my book."

Indirect - He says to me that it is his book.

(2) inverted Commas کے غور سے you your (yours) تبدیل کریں گے۔

جس کے مفعول کے مطابق تبدیل کریں۔ مثلاً

Direct - I said to her, "You can't help me."

Indirect - I told her that she could not help me.

(3) اس کے بعد اس جگہ پر دیکھیں کہ وہ کس میں تبدیلی کریں گے۔

(4) Third Person کے پانچوں میں مدستے طریقہ کار کے لئے آپ سے نہیں سے

مدد لیتے ہیں۔

1	2	3
I	My (Mine)	Me
We	Our (Ours)	Us
You	Your (Yours)	You
He	His	Him
She	Her (Hers)	Her
It	Its	It
They	Their (Theirs)	Them

1 Direct - Saqib said to me, "I am doing work."

Indirect - Saqib told me that he was doing work.

2 Direct - Saqib said to her, "I am not teasing you."

- Indirect - Saqib told her that he was not teasing her
- 3 Direct - They said to me "We have done your work"
- Indirect - They told me that they had done my work

مثلاً 1 میں نے (Amad) کے ساتھ ہنسنا شروع کیا۔
 تبدیل کیا گیا: میں نے (Amad) کو ہنسنا شروع کیا۔
 مثال 2: Zarar نے کہا کہ وہ (he) نے تم (you) کو ہنسنا شروع کیا۔
 تبدیل کیا گیا: Zarar نے کہا کہ وہ (he) نے تم (you) کو ہنسنا شروع کیا۔
 مثال 3: Cher نے کہا کہ وہ (we) نے تم (they) کو ہنسنا شروع کیا۔
 تبدیل کیا گیا: Cher نے کہا کہ وہ (we) نے تم (they) کو ہنسنا شروع کیا۔
 کو مقبول (me) کے مطابق تبدیل کیا گیا۔

نوٹ: Commas کے درمیان Pronouns کی جو صورتیں آتی ہیں، انہیں تبدیل کرنا ضروری ہے۔
 commas کے درمیان آتے ہیں۔
 مثال 1: we نے کہا کہ وہ (they) نے تم (they) کو ہنسنا شروع کیا۔
 تبدیل کیا گیا: we نے کہا کہ وہ (they) نے تم (they) کو ہنسنا شروع کیا۔
 مثال 2: your نے کہا کہ وہ (my) نے تم (my) کو ہنسنا شروع کیا۔
 تبدیل کیا گیا: your نے کہا کہ وہ (my) نے تم (my) کو ہنسنا شروع کیا۔

(2) Change in Tenses (زبان میں تبدیلی)

- (1) Inverted Commas کے ساتھ Present Tense سے Future Tense میں تبدیلی نہیں آئے گی۔

- Direct - She says to you, "I love you."
- Indirect - She tells you that she loves you
- Direct - The teacher will say to the boys, "I offer my prayer regularly."
- Indirect - The teacher will tell the boys that he offers his prayer regularly.

- (2) Comma کے ساتھ Past Tense میں تبدیلی ہو تو Inverted Commas کے اندر آئے Future Tense میں تبدیلی نہیں آئے گی۔

Present Indefinite Tense	into	Past Indefinite Tense
Present Continuous Tense	into	Past Continuous Tense
Present Perfect Tense	into	Past Perfect Tense

Conversion of Tenses		
Present Perfect	into	Past Perfect
Continuous		Continuous
Past Indefinite Tense	into	Past Perfect Tense
is, am, are,	into	was (were)
was, were	into	had been
Have, Has	into	had
Shall, will	into	would
May	into	might
Can	into	could

Direct - I said to him "I do my work daily"

Indirect - I told him that I did my work daily

Direct - She said to me "I am going to college"

Indirect - She told me that she was going to college

Direct - Atif said to Kiran "I have taken tea"

Indirect - Atif told Kiran that he had taken tea

Direct - He said to you "I have been living here since 2003"

Indirect - He told you that he had been living there since 2003.

Direct - She said to Tariq "They are students"

Indirect - She told Tariq that they were students

Direct - Sadia said to Tariq, "I met you yesterday"

Indirect - Sadia told Tariq that she had met him the previous day

نوٹ: کائناتی حقیقت (Universal Truth) بذاتِ اسم، غیرہ کے جملوں میں Commas

سے اندر tense تبدیل نہیں کیا جاتا ہے۔

Direct - He said to me, "The sun rises in the east"

Indirect - He told me that the sun rises in the east

(3) Change in Words (لفظ میں تبدیلی) -

گرم Commas کے باہر Past Tense استعمال ہوتا ہے Commas کے اندر

اسے تبدیل کرتے وقت مختلف لفظ میں مندرجہ تبدیل کی جاتی ہے۔

this	becomes	that
today	becomes	that day
yesterday	becomes	the previous day
last night	becomes	the night before
tonight	becomes	that night
tomorrow	becomes	the next day
now	becomes	then
next	becomes	the following
these	becomes	those
here	becomes	there
ago	becomes	before
thus	becomes	so

Present/Future Sentences

Examples

Direct	I say, "I do not waste my time."
Indirect	I say that I do not waste my time.
Direct	He says to me, "She is going to the market."
Indirect	He says to me that she is going to the market.
Direct	My father says to me, "I am working very hard."
Indirect	My father says to me that I am working very hard.
Direct	The old man will say to you, "Speak the truth."
Indirect	The old man will say that I should speak the truth.
Direct	He says, "He is leaving for Lahore."
Indirect	He says that he is leaving for Lahore.
Direct	She will say to me, "I cannot solve this sum."
Indirect	She will tell me that she cannot solve this sum.

Important Points

گرمہ Future Tense, Present سے ملے ہوئے ہیں

سات کے لفظ (Verb) میں ہوں تبدیل نہیں آتی۔

(2) یہ صورت میں بدلتا ہے جسے کے اعداد بھی تبدیل نہیں کرتے۔

(3) یہ امرات میں صرف یہاں کی تبدیلی ہوتی ہے تو اسے کہنا کہ that کا یہاں ہے۔

Assertive Sentences

Examples

- Direct - She said to her son, "You are only wasting my time these days."
- Indirect - She told her son that he was only wasting her time those days.
- Direct - 'Now it is my turn' said he to them, to sit on the chair."
- Indirect - He told them that it was then his turn to sit on the chair.
- Direct - 'No Usman' said they "you did not lose the game, yesterday"
- Indirect - They told Usman that he had not lost the game the previous day.
- Direct - She said to him "Sir, my brother was ill"
- Indirect - She told him respectfully that her brother had been ill.
- Direct - "Things are not what they seem" said the wise oldman.
- Indirect - The wise oldman said that things are not what they seem.
- Direct - 'The earth' said the teacher, 'is round'
- Indirect - The teacher said that the earth is round

Important Points

- ایسے اقراءات میں کوئی بات (صحیح یا غلط یا مثبت یا منفی) ٹھیک یا نام ٹھیک بیان کرتے ہیں۔ ایسے اقراءات کو Indirect میں تبدیل کرتے وقت
- (1) your highness your majesty your honour کو



with respectfully۔ یہ کہنے کے ساتھ ساتھ یہ کہتا ہے۔
great respect سے کہتا ہے۔ (مستور) (مستور) کے بعد استعمال کیا جاتا ہے۔

(2) Commas کے عرصہ سے حصوں کے حصوں Commas کے باہر والے حصے کو
تخلی کر دیا جائے تب بھی پہلے Commas کے باہر والے حصہ اور پھر اندر والے حصوں کو
Indirect میں تبدیل کریں۔

(3) اگر کوئی بات بتائی جا رہی ہے تو said کو تبدیل کرنا to d میں تبدیل کرنا حذف کر دیں۔

(4) سچی بات حقیقت (Universal Truth) کے tense کو تبدیل نہیں کیا جاتا۔

(5) اس قسم کے فقرات میں said کو تبدیل نہ بھی کیا جائے تو کوئی حرج نہیں۔

Imperative Sentences

Examples

- Direct - The master said to his servant, 'Polish my shoes.'
Indirect - The master ordered his servant to polish his shoes
Direct - The boy said to the teacher, 'Sir, grant me leave for one day.'
Indirect - The boy requested the teacher respectfully to grant him leave for one day
Direct - The teacher said to the boy, 'Don't tell a lie.'
Indirect - The teacher forbade the boy to tell a lie
Direct - He said to his friend, 'Good-bye.'
Indirect - He bade good bye to his friend
Direct - He said to his servant, 'Get out of the room.'
Indirect - He ordered his servant to get out of the room
Direct - The teacher said to his pupils, 'Work hard.'
Indirect - The teacher advised his pupils to work hard

یاد رکھنے کی باتیں

ایسے فقرات میں حکم، نصیحت وغیرہ پائی جاتی ہے۔ ان کو Indirect میں تبدیل کرتے

Important Points

Indirect (قرابت)

inquire (say) Ask (say) - Says

s Are Am Was Be Will Shall

Can May

Whether (کیا)

(S) (فقرے کے شروع میں)

did (فقرے کے شروع میں)

How Whom Whose What V

Whether (کیا)

s Was, Were Will Shall Am May

Do Did Does (فقرے کے شروع میں)

Optative Sentences

Examples

son!"

Direct - Father prayed for me that I might win the match with a son

Direct - Mother said to me "May you win the match"

Indirect - Mother prayed (for me) that I might win the match

Direct - They said "May we win the match"

Indirect - They prayed that they might win the match

Direct - We said "Would that we were soldiers"

Indirect	We wished that we had been soldiers
Direct -	The old lady said 'Would that I were young'
Indirect -	The old lady wished that she had been young
Direct	Mother said, 'May you succeed Sobia'
Indirect -	Mother prayed for Sobia that she might succeed

Important Points

ایسے فقرات میں تمہیں یاد رکھنا پڑتا ہے ان indirect میں تبدیل کرتے وقت

(1) Wish(es), Pray(s) کو Say(s) میں اور Wished, Prayed کو said میں بدل دیا جاتا ہے۔

(2) اس کے بعد that استعمال کیا جاتا ہے۔

(3) May کو فعل کے بعد ہر واسطے Verb کے لحاظ سے Might, May میں تبدیل کیا جاتا ہے۔

(4) وہی فقرات میں "I" کو ختم کر کے صرف "I" ڈالا جاتا ہے۔

(5) خواہش واسطے فقرات میں would that کو باقی ختم کر دیا جاتا ہے صرف wished کے بعد that استعمال ہوتا ہے۔

Exclamatory Sentences

Examples

Direct -	The boys said "Hurrah! we have won the match."
Indirect -	The boy exclaimed with the joy that they had won the match.
Direct -	The oldman said 'Alas! I am undone'
Indirect -	The oldman exclaimed with sorrow that he was undone
Direct -	The boy said 'what a pretty flower it is'
Indirect -	The boy exclaimed in a great surprise that it was very pretty flower.
Direct -	They said, "How foolish this girl is!"

- Indirect - They exclaimed with wonder that the girl was very foolish.
- Direct - Aslam said 'How sweet these mangoes are'
- Indirect - Aslam exclaimed joyfully that those mangoes were very sweet.
- Direct - Umer said, 'Father has come.'
- Indirect - Umer exclaimed with joy that father had come.

Important Points

Exclamatory فقرات کی قدری یا پانک جذبہ کا ظہور کرتے ہیں۔ یہ جذبہ خوشی یا خوف اور رنج وغیرہ کے ہو سکتے ہیں۔

ان فقرات Direct سے Indirect میں تبدیل کرتے وقت مسدود جمل باتوں کا خیال رکھا جاتا ہے۔

(1) مذکورہ فقرات میں inverted commas سے مسدود حصہ کا Exclaim(s) Verb یا Exclaimed میں بدل دیا جاتا ہے۔ یا حیرانی ظاہر کر کے والے فقرات میں great surprise said in استعمال کریں۔

(2) ایسے فقرات کے how what verb سے بدل کر پہلے یہ فقرہ نامی فقرات Indirect میں بدلیں۔

(3) Exclamatory Sentence خوشی کا اظہار کرتا ہے Exclaim(s/ed) joy with در غم کے اظہار کی صورت میں Exclaim(s/ed) with sorrow یا ترتیب Exclaim(s/ed) joyfully اور Exclaim(s/ed) sorrowfully میں تبدیل کر دیا جاتا ہے۔

(4) Commas والے حصہ میں موجود Aha Alas اور Hurrah وغیرہ جیسے الفاظ ختم کر دیئے جاتے ہیں اور دہرے الفاظ Indirect میں آ جاتے ہیں۔

Sentences Of "Let"

Examples

- Direct - Sobia said, "Let me go."
- Indirect - Sob a requested to let her go. OR

Sobia requested that she should be allowed to go.

Direct - Tariq said 'Sohail let's move

Indirect - Tariq proposed Sohail to move OR

Tariq said to Sohail that they should move

Direct - Sobia said to me 'Let him do work'

Indirect - Sobia proposed me to let him do work

Direct - 'Brother' said Faisal 'Let us take food'

Indirect - Faisal said to his brother that they should take food

Direct - 'I shall not let you do anything wrong' said Atif

Indirect - Atif said that he would not let him do anything wrong

Important Points

(1) اگر اصل میں دعوت، درخواست، سفارش، یا کسی چیز کے متعلق کسی شخص کی طرف سے بات ہو تو یہاں پر 'let' استعمال کرتے ہیں۔ یہاں پر 'let' کے بعد ہوتی ہے۔
 اور اگر یہ دعوت، درخواست، سفارش، یا کسی چیز کے متعلق کسی شخص کی طرف سے بات ہو تو یہاں پر 'let' استعمال کرتے ہیں۔ یہاں پر 'let' کے بعد ہوتی ہے۔

Let us go now. آج ہی چلیں۔

Let us study آج ہی پڑھیں۔

Let me go مجھے چاہیے۔

Let him work. اسے کام کرنے دو۔

(a) let کہہ کر دعوت، درخواست، سفارش، یا کسی چیز کے متعلق کسی شخص کی طرف سے بات ہو تو یہاں پر 'let' استعمال کرتے ہیں۔ یہاں پر 'let' کے بعد ہوتی ہے۔

مثلاً: 'I shall not let you do anything wrong' said Atif
 مستعمل کریں۔ اس سے میں تم کو نہ کچھ کرنے کی اجازت دوں گا۔
 جب یہاں پر 'let' استعمال کرتے ہیں تو یہاں پر 'let' کے بعد ہوتی ہے۔

(b) اگر 'let' استعمال کرتے ہیں تو یہاں پر 'let' کے بعد ہوتی ہے۔

مثلاً: 'I shall not let you do anything wrong' said Atif
 مستعمل کریں۔ اس سے میں تم کو نہ کچھ کرنے کی اجازت دوں گا۔

Some More Solved Examples

Dir: I said, "I go to school daily."

Ind: I said that I went to school daily.

Dir: I said, "I shall go there."

- Ind: I said that I would go there.
- Dir: He said "The sun rises in the East."
- Ind: He said that the Sun rises in the East.
- Dir: He said, "I am ill."
- Ind: He said that he was ill.
- Dir: Nabeel said to me, "Where are you going?"
- Ind: Nabeel asked me where I was going.
- Dir: Laika said, "I am too ill to speak."
- Ind: Laika said that she was too ill to speak then.
- Dir: Zafar said, "I came here yesterday."
- Ind: Zafar told that he had come there the previous day.
- Dir: He said, "This book is mine."
- Ind: He told that that book was his.
- Dir: He said to me, "Thank you."
- Ind: He thanked me.
- Dir: He said to her, "Do you like this picture?"
- Ind: He asked her if she liked that picture.
- Dir: Rabia said to me, "Did you see my sister?"
- Ind: Rabia asked me if I had seen her sister.
- Dir: He said to the teacher, "Sir, may I come in?"
- Ind: He asked the teacher respectfully if he might come in.
- Dir: She said, "Who are you?"
- Ind: She asked who he was.
- Dir: The teacher said to the students, "Show me your home task."
- Ind: The teacher ordered the students to show him their home task.
- Dir: I said to him, "Am I wrong?"
- Ind: I asked him if I was wrong.

Dir: The officer said to servant, "Bring a glass of water."

Ind: The officer ordered the servant to bring a glass of water.

Dir: The father said to his daughter, "Give up the company of bad girls."

Ind: The father advised his daughter to give up the company of bad girls.

Dir: The doctor said to the patient, "How are you now?"

Ind: The doctor asked the patient How he was then?

Dir: The officer said to clerk, "Get out from the office."

Ind: The officer ordered the clerk to get out from the office.

Dir: The General said to his soldiers, "March on, Victory is ours."

Ind: The General commanded his soldiers to march on and assured them that victory was theirs.

Dir: I said to my sister, "Please bring a glass of water."

Ind: I requested my sister to bring a glass of water.

Dir: My father said to my brother, "Do not smoke."

Ind: My father forbade my brother to smoke.

Dir: He said, "Let us go out for a walk."

Ind: He proposed that they should go out for a walk.

Dir: He said, "Let me go there."

Ind: He said that he might be allowed to go there.

Dir: He said, "Do it."

Ind: He orderd to do it.

Dir: I said to you, "Give me your book."

Ind: I requested you to give me your book.

Dir: He said, "Let him try so hard, he cannot succeed."

Ind: He said that he could not succeed however hard he might try.

Dir: He said to the servant, "Have you done this work?"

Ind: He enquired from the servant if he had done that work.

Dir: Azeem will say, "Robert has come."

Ind: Azeem will say that Robert has come.

Dir: I said, "The train arrived late."

Ind: I said that the train had arrived late.

Dir: Rani says to him, "You are clever."

Ind: Rani tells him that he is clever.

Dir: I said to Mujahid, "Where will you stay?"

Ind: I asked Mujahid where he would stay.

Dir: I said to her, "Do you want this pen?"

Ind: I asked her if she wanted that pen.

Dir: The captain said about you, "He is certainly one of our best players."

Ind: The captain told about you that you were certainly one of their best players.

Dir: Habib said, "May he live long!"

Ind: Habib wished that he might live long.

Dir: I said, "May his soul rest in peace!"

Ind: I prayed that his soul might rest in peace.

Dir: She said, "Alas! I am ruined."

Ind: She exclaimed with sorrow that she was ruined.

Dir: He said, "Alas! how foolish I have been!"

Ind: He confessed with regret that he had been very foolish.

Dir: He said, "Hurrah! we have won the match."

Ind: He exclaimed joyfully that they had won the match.

Dir: Boys said, "Hurrah! Our examinations have finished."

Ind: Boys exclaimed with joy that their examinations had finished.

Dir: Ateeq said, "How charming the scenery is!"

Ind: Ateeq exclaimed with joy that scenery was very charming.

Dir: Shazia "Hurrah! I stand first in the class."

Ind: Shazia exclaimed joyfully that she stood first in the class.

Dir: He said, "No, it is not my fault."

Ind: He denied that it was not his fault.

Dir: He said to me, "Do you know him?" I replied, "No."

Ind: He asked me if I knew him. I replied that I did not.

Dir: He said to me, "Rest assured I will stand by you."

Ind: He assured me that he would stand by me.

Dir: He said, "Hello! are you here?"

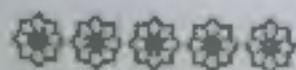
Ind: He was surprised to see him there.

Dir: Amir said, "Hello! Do you live here"?!

Ind: Amir was surprised to see that he lived there.

Dir: Adeel said to his sister, "Where are you going?"

Ind: Adeel asked his sister where she was going.



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